

TATTENHALL & DISTRICT PARISH COUNCIL

Safe-Guarding Policy

Policy Statement

In the interests of child protection and the welfare and protection of vulnerable adults, Tattenhall & District Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

Safeguarding children and vulnerable adults is everyone's responsibility.

Policy Objective:

- To ensure that where possible all events and activities organised by or on behalf of the Parish Council are designed and maintained to reduce the risk to children and vulnerable adults.
- To promote the general welfare, health, and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer, or other responsible adult.

Aims:

The aim of this policy is to guide members of Tattenhall & District Parish Council should any child protection issue or any issues with vulnerable adults arise during their work.

Responsibilities & Procedures:

The Parish Council's appointed Safeguarding Officer is named at the end of the document and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children or vulnerable persons, the Designated Safeguarding Lead for that event briefs participants appropriately.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.
- Decisions on whether any person should be DBS checked will be made by the Council or the Chairman after consultation with the Clerk following a risk assessment.
- All Councillors are to be provided with a copy of the Safeguarding Policy
- Councillors will adhere to the Code of Good Practice & Code of Behaviour attached and the below '**List of Recommended Behaviour**' namely:

- A minimum of two adults present when supervising children.
- Not to play physical contact games.
- Adults to wear appropriate clothing at all times.
- Ensure that accidents are reported to the Clerk and recorded in an accident book where available.
- Never do anything of a personal nature for a young person.
- Keep records of any incidents or allegations a person may make to any committee member or volunteer.
- Refer cases of suspected abuse or allegations to the Designated Safeguarding Lead who will be responsible for ensuring the matter is handled in accordance with the CW&C Safeguarding Children partnership procedures.
- Facilities that the responsibility of the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.

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- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.
- Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities.

Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.
 - If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of the Parish Council.
 - The Parish council should follow the CW&C Safeguarding procedures for managing allegations against staff/volunteers on the CW&C website.
- No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

Whistleblowing

All members of the Council, staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.

Contact Information:

Adult Safeguarding:

- Email: accesswest@cheshirewestandchester.gov.uk
- Telephone: 0300 123 7034 (Cheshire West Community Access Team) or
- 01244 977277 (Emergency Duty Team - out of office hours) or
- contact the police on 101 (non-emergency)
- or 999 (emergency)

Children's Safeguarding:

- Email: i-ART@cheshirewestandchester.gov.uk
- Telephone: 0300 123 7047 (Opening hours: 8.30am to 5pm from Monday to Thursday, 8.30am to 4.30pm Friday)
- Urgent concern outside these hours, or over a bank holiday, please call the **Emergency Duty Team (out of hours) on 01244 977277.**
- contact the police on 101 (non-emergency)
- or 999 (emergency)

Tattenhall & District Parish Council Safeguarding Officer

Adopted:

Date of Review: May 2023

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Child Protection – A code of good practice

It is the policy of Tattenhall & District Parish Council to safeguard the welfare of all young people using our services by protecting them from neglect and from physical, sexual, and emotional harm.

For all staff, members and volunteers involved in the work of Tattenhall & District Parish Council (aged 18 and over), this is essential information – keep it with you. More details on our policies can be obtained from our Safeguarding Officer.

What happens if...?

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern:

If a young person tells you about abuse by someone else:

1. Allow the young person to speak without interruption, accepting what is said
2. Offer immediate understanding and reassurance, while passing no judgement
3. Advise that you will try to offer support but that you must pass the information on
4. Immediately tell your line manager or the Safeguarding Officer
5. Write careful notes of what was said; use actual words wherever possible
6. Sign, date and pass your notes to the Safeguarding Officer
7. Ensure that no situation arises which could cause any further concern and always inform your line manager and the Safeguarding Officer of the action you have taken.

If you have a concern about a young person's safety and well being:

1. Immediately tell your line manager or Safeguarding Officer
2. Write careful notes of what you witnessed, heard or were told
3. Sign, date and pass your notes to the Safeguarding Officer
4. Ensure that no situation arises which could cause any further concern

If you receive a complaint or allegation about any adult or about yourself:

1. Immediately tell your line manager or Safeguarding Officer
2. Write careful notes of what you witnessed, heard or were told
3. Sign, date and pass your notes to the Safeguarding Officer
4. Try to ensure no-one is placed in a position which could cause further compromise

Note: Any adult associated with Tattenhall & District Parish Council has the right to report any concerns, or suspicions about another adult or young person in confidence and free from harassment.

You must refer; you must not investigate.

If in any doubt about policy or procedure, please contact the Safeguarding Officer.

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Code of behaviour

- DO** put this code into practice at all times
- DO** treat everyone with dignity and respect
- DO** set an example you would wish others to follow
- DO** treat all young people equally – show no favouritism
- DO** plan activities that involve more than one other person being present, or at least are within sight and hearing of others
- DO** follow the recommended adult/young people ratios for meetings and activities
- DO** respect a young person's right to personal privacy
- DO** avoid unacceptable situations within a relationship of trust e.g. a sexual relationship with a young person over the age of consent
- DO** allow young people to talk about any concerns they may have
- DO** encourage others to challenge any attitudes or behaviours they do not like
- DO** avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes
- DO** ensure a no alcohol policy when young people are in your care – adults and young people
- DO** make everyone aware of Tattenhall & District Parish Council safeguarding procedures – young people, parents/carers, young leaders and other helpers
- DO** remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse
- DO** keep other staff/members informed of where you are and what you are doing
- DO** remember someone else might misinterpret your actions, no matter how well-intentioned
- DO** take any allegations or concerns of abuse seriously and refer immediately
- DO NOT** trivialise abuse
- DO NOT** form a relationship with a young person that is an abuse of trust
- DO NOT** permit abusive peer activities e.g. initiation ceremonies, bullying
- DO NOT** engage in inappropriate behaviour or contact – physical, verbal, sexual
- DO NOT** play physical contact games with young people
- DO NOT** make suggestive remarks or threats to a young person, even in fun
- DO NOT** use inappropriate language – writing, phoning, email or internet
- DO NOT** let allegations, suspicions, or concerns about abuse go unreported
- DO NOT** just rely on your good name to protect you