



Safeguarding Policy 2022

SECTION 1

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Parish Council facilities and services.

Definitions

Children and young people:

Anyone under the age of 18 years

Vulnerable Adult:

Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may need community care services

Who this policy applies to

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary, or commissioned capacity, for example contracted to do a piece of work. It also applies to any individual hiring, leasing, or using the Parish Council facilities or services for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

To promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities or services and do regular safety assessments.
- Ensure that employees, councillors, and leaders of activities in parish facilities or services, are aware of the safeguarding expectations.
- Members of staff who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties **MUST** undergo appropriate Disclosure and Barring Service checks **BEFORE** commencement of such duties.
- The relevant safeguarding contacts for advice and help will be made available of the Parish Council website.

Hiring of facilities and services to groups for use with children, young people or vulnerable adults

Parish Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and vulnerable adults policy and/or agree to work to the Parish Council's policy and relevant guidance.

- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities and services.
- Ensure leaders have regular enhanced DBS checks as appropriate and know where the first aid box is and how to summon help from the Parish Office or Emergency Services.
- Carry out risk assessments for individual activities.

SECTION 3

Safe working practice

All users of Parish facilities and services must follow the safeguarding children, young people and vulnerable adults' policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
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- Plan activities so that more than one person involved is present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended actions.
- Ensure registers are complete and attendees are recorded and signed out (with under 8's collected by a parent/carer).
- Ensure there is access to a first aid kit and telephone and are aware of fire procedures.
- Ensure that photos or videos of individuals are not taken without permission from their parents/carers and only after signing the Council's photography consent form.
- When working outside, ensure activities, breaks, materials and clothing are suitable for the weather conditions and that shelter is available where possible.

Expectations of behaviour

All users of Parish facilities and services should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Adhere to the guidance and instructions of Parish employed staff
- Treat each other with respect at all times and show consideration for other groups using the facilities and services.
- Abstain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to the Parish Chief Officer/Clerk and RFO or parents/carers, as appropriate. The Parish Chief Officer/Clerk and RFO will then decide the next course of action required, if any.

SECTION 4

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. It is advisable for interviews or work with individual children or parents to be conducted in view of other adults where possible.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Parish Chief Officer/Clerk and RFO. The

Parish Chief Officer/Clerk and RFO will then inform the Personnel Sub Committee (If the allegation made to a member of staff concerns the Parish Chief Officer/Clerk and RFO the recipient of the allegation will immediately inform the Deputy Clerk who will then inform the Parish Council's Personnel Sub Committee.

- The Parish Council should follow the procedures for managing allegations against staff/volunteers on the SBC Safeguarding website. No attempt should be made to investigate or take action before consultation with the Swindon Borough Council Local Authority Designated Officer (LADO). See contact details below.

LADO Office 01793 463854 or email jbarstow@swindon.gov.uk

Whistleblowing

All Parish 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 as to how to handle such allegations. The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the LADO team.

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

The Parish Council is committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. We regularly work with other agencies and Swindon Borough Council to ensure compliance with changing laws and guidelines in relation to safeguarding.

The Parish Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place or at least annually.

Version Control

HWPC Safeguarding Policy	Georgina Morgan- Denn Chief Officer/Clerk and RFO to Council	Minute Resolution XXX Adopted by Full Council XXX	Reviewed as and when legislative/best practice changes take place, or at least annually.
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Photography and Filming Consent Form

Haydon Wick Parish Council will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Name:	Date of Birth: / /
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Declaration of consent

Please tick each box (or strike out what you do not consent to), then sign this for

☐ I give permission for my photograph to be used within the memory café for display purposes.

☐ I give permission for my photograph to be used within other printed publications.

☐ I give permission for my photograph to be used on the Haydon Wick Parish Council's website

☐ I give permission for my photograph to be used on the Haydon Wick Parish Council's social media pages

☐ I give permission for video of me to be used on the Haydon Wick Parish Council's website

☐ I give permission for video of me to be used on the Haydon Wick Parish Council's social media pages

Signature	*	Today's date	
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