

Cley Parish Council Safeguarding Policy

Policy Statement

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. The Parish Council will review it annually.

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 be in need of community care services

To whom this policy applies

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.

Promoting a safe environment

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

- Ensure that employees, Councillors and leaders of activities in the parish or in/on parish facilities, are aware of the safeguarding expectations.

Expectations of behaviour

All users of Parish Council facilities, organisers of parish events and volunteers should:

- Ensure that communications, behaviour and interaction is appropriate and professional.
- Treat each other with respect and show consideration for other groups using the Parish Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Parish Council, Parish/Deputy Clerk or parents/carers, as appropriate.

Safe working practice

CLRs must follow the policy and procedures at all times. For example, they should:

- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be with a parent/carer).

- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures at parish events.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Allegations against staff and volunteers

The Parish Council should follow the procedures for managing allegations against staff/volunteers on the Norfolk Safeguarding Children Board website:

<https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/>.

No attempt should be made to investigate or take action before consultation with Norfolk County Council Local Authority Designated Officer (LADO).

See contact details below.

LADO Office Telephone Number: 01603 223473

Email: lado@norfolk.gov.uk

Post: LADO Service, Children's Services, 1 Norwich Business Park, Whiting Road, Norwich, NR4 6DJ

Whistleblowing

All Parish Councillors, 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 an adult or child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. Any concerns will be reported to the relevant authority.

The categories are as follows:

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

The Parish Council are committed to ensuring the safety of all users of our services, facilities, events and take our responsibilities seriously. We work with other agencies such as Norfolk Association of Local Councils 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.

Signed: V. Holliday (Chair)

Date: November 2022

Signed:  (Clerk)

Date: November 2022