



## St Georges & Priorslee Parish Council

### Children and Adults Safeguarding Policy

#### **Policy Statement**

St Georges & Priorslee Parish Council is committed to the safeguarding and protection of all children and adults and to taking all reasonable precautions to safeguard the welfare of children and adults at risk when they are using its services.

#### **Purpose of the Policy**

This policy has a twofold purpose of safeguarding these vulnerable groups from harm and protecting Parish Council employees, volunteers and members from false allegations of abuse.

#### **Definitions**

A **child** is defined as a person under the age of 18 (The Children Act 1989)

There is no standard single definition for an adult at risk, but for this policy we are using this definition:

An **adult at risk** is someone aged 18 years or over who has needs for care and support, is experiencing, or at risk of, abuse or neglect and as a result of those care and support needs is unable to protect themselves from the risk of, or the experience of abuse or neglect.

#### **What is Abuse?**

Abuse can take many forms and includes:

Physical, including FGM

Domestic Violence

Sexual

Psychological or emotional

Financial or material

Neglect

Organisational / Institutional

Modern slavery and exploitation

Self-neglect

Discriminatory

These are difficult and complex issues and advice should be sought whenever necessary.

#### **Safeguarding Officer**

The Clerk will be the Council's Safeguarding Officer and will be responsible for: -

- Promoting safeguarding best practice within St Georges & Priorslee Parish Council
- Ensuring that safe employment and volunteer recruitment procedures are in place and followed.
- Organising safeguarding training for employees, volunteers and members.
- Referring cases to Social Services and supporting staff in the referral process

- Keeping records of all incidents and concerns and storing the records securely

## **Measures to Minimise the Risk of Harm**

All staff, volunteers and members need to be aware that they have a responsibility to do what is reasonable to safeguard and promote the welfare of children and adults at risk.

To minimise the risk to children, adults at risk and to St Georges & Priorslee Parish Council personnel the following procedures will be followed:

### **Safe Recruitment**

All staff and volunteers whose duties regularly<sup>1</sup> bring them into contact with children, young people and adults at risk will be carefully selected. This will include taking appropriate references and carrying out checks through the Disclosure and Barring Service (DBS).

DBS checks will be required if any councillor, volunteer, or paid member of staff is required to teach, care for or supervise children or provide advice or guidance to children, and/or is carrying out health care, personal care, assisting with finances or other affairs or with transportation for any adult.

### **Induction and Training**

New employees, volunteers and members will be made aware of the Children and Adults at Risk Safeguarding Policy.

The Council's Safeguarding Officer will encourage good practice and identify any training needs required.

Child Protection Awareness Training or Adult Safeguarding Training, as appropriate, will be provided for any employees, volunteers or members who work with children or adults at risk on a regular basis.

### **Groups and Organisations that use St Georges & Priorslee Council Premises**

If a group or organisation that works with children, young people or adults at risk uses the Parish Centre on a regular basis, then the Bookings Clerk should check that the group or organisation has adequate procedures for safeguarding.

### **Council Premises**

The Parish Centre will be assessed by the Clerk and with the Bookings Clerk at least annually for safety for children and adults at risk. This will include fire safety procedures.

### **Parish Council Events**

Risk assessments for events will include an assessment of whether there is any risk of harm to children or adults at risk. Control measures will be put into place to minimise the risk of harm to those involved. A nominated Safeguarding Officer will be on duty at all times during such events with signposting as required.

### **Responding to Concerns**

#### **Responding to a disclosure by a child or adult at risk or an allegation against an employee, volunteer or member.**

- If a disclosure or allegation about abuse to a child or an adult at risk has been made then it must be referred immediately to the Clerk.

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<sup>1</sup> Regularly is usually defined as once a week or four or more times in a 30 day period.

- In the case of an emergency and an immediate risk of significant harm and the Clerk cannot be contacted the matter should be referred directly to Telford & Wrekin Council Social Care or the Police.
- Where the allegation is against a member of staff, volunteer or member, the Clerk should refer to the Chair. Where the allegation is against the Clerk the Chair of the Staffing Committee shall refer to the Chair. Where the allegation is against the Chair the Clerk shall refer to the Chair of the Staffing Committee.
- All allegations must be referred to Telford & Wrekin Council Social Care however insignificant they seem to be or when they occur.
- If the referral is made by telephone it should be confirmed in writing within 48 hours.
- **Parish Council staff and members should never undertake their own investigation.**
- All details about an incident or disclosure should be recorded as soon as possible, and all recordings should be signed and dated.
- Notes of any discussions between employees, members and Clerk must be signed and dated.
- Information relating to individuals and safeguarding is strictly confidential. Any records should be kept secure and separate from other Parish Council documents. Only the Clerk or the Chairman should be able to access these files.

### **Responding to concerns about a person's welfare where there has been no specific disclosure or allegation**

All employees, volunteers and members are encouraged to share concerns with the Clerk. The Clerk will, if appropriate, make a referral to Telford & Wrekin Council Social Care.

### **Contacting Telford & Wrekin Council with a concern about a child or an adult at risk:**

In Cases of actual or suspected Abuse to a Child the Recipient must report such issues to Family Connect Safeguarding Services as follows:

- Telephone 01952 385385 (Monday to Friday, 9am to 5pm excluding bank holidays)
- Telephone 01952 676500 (out of hours and bank holidays)
- If you believe a crime has been committed:
- West Mercia Police: Telephone 03003333000 or 101
- In an emergency: Telephone 999

In Cases of actual or suspected abuse to a Vulnerable Adult the Recipient must ensure strict adherence to the West Midlands Multi-Agency Safeguarding Adults Policy and Procedure in order to protect the individual, and in doing so shall comply with requirements of any investigation carried out by the Council or other appropriate agency.

In cases of actual or suspected Abuse to a Service User who is a Vulnerable Adult the Recipient must report such issues to Telford & Wrekin Access Team as follows:

- Telephone 01952 385385 (Monday to Friday, 9am to 5pm excluding bank holidays)
- Telephone 01952 676500 (out of hours and bank holidays)
- If you believe a crime has been committed:
- West Mercia Police: Telephone 03003333000 or 101
- In an emergency: Telephone 999

Adopted at the Parish Council Meeting on:

Due for Review: Annually