HELLESDON PARISH COUNCIL
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SAFEGUARDING POLICY

Policy Statement:

In the interests of child protection and the welfare and protection of vulnerable adults Hellesdon 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 organised by or associated with the Parish Council.

Policy Objective:

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to everyone but paying particular attention to children and vulnerable adults.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- 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.
- Hellesdon Parish Council does not usually 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 document is to guide members, staff and volunteers of Hellesdon Parish Council, should any child protection issue or any issues with vulnerable adults arise during their work.

Responsibilities & Procedures:

The Parish Clerk has been designated as Safeguarding Officer and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Council-organised event with children or vulnerable people;
- Ensuring that members, staff and volunteers are aware of the risk they may face in certain circumstances whilst carrying out their duties;
- Ensuring, that whilst Parish Councillors are unlikely to be involved with children during the performance of their duties they are mindful of any risk they may face;
- Ensuring that before any paid members of staff are recruited to work with children and vulnerable persons they are interviewed and two references taken up;
- Ensuring that no volunteers work directly with children and vulnerable persons unless they have relative proven experience and/or qualifications in the work
- Ensuring that no volunteers or staff work directly with children and vulnerable persons unless they have an Enhanced DBS Check

General Information

- Decisions on whether any person should be DBS checked will be made by the Council, or the Clerk after consultation with the Chairman, following a risk assessment.
- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.
- Councillors will adhere to the '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 recorded in an accident book.
- Never do anything of a personal nature for a young person or vulnerable adult
- Keep records in an incident book of any allegations a young or vulnerable person may make to any committee member or volunteer.
- Any concerns or incidents must be referred to the County Council.
- Hellesdon Parish Council's play areas are inspected on a regular basis by Grounds Staff and On Duty Caretaker and at least annually by a representative of Play Inspection Organisation. All Grounds staff and Caretaking Staff will be required to have a DBS check carried out on appointment of role and every 4 years there after.
- In the event of a contractor, working directly for Hellesdon 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.

Declaration:

All members of Hellesdon Parish Council, committee members and volunteers assisting the Parish Council should read this Safeguarding Policy.

Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.