



BISHOPSTEIGNTON PARISH COUNCIL

SAFEGUARDING POLICY (P.041)

Policy Statement

Everyone has a duty to safeguard children, young people and at-risk adults. Bishopsteignton Parish Council is committed to ensuring that children and at-risk adults are protected and kept safe from harm whilst they are engaged in an activity associated with the Parish Council.

Definitions

- **Children/Young Person:** Anyone under the age of 18
- **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

Safeguarding Policy Statement

- Bishopsteignton Parish Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and promotes a safeguarding culture and environment.
- The welfare of children and vulnerable adults is paramount.
- All children and vulnerable adults have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff, volunteers and elected members of the Council have a responsibility to report concerns to the appropriate officer.
- All staff, volunteers and elected members are not to deal with situations of abuse or to decide if abuse has occurred.
- The Parish Clerk is the Responsible Officer for implementing this policy.

Responsibilities

All members, volunteers and staff of Bishopsteignton Parish Council must:

- Understand and apply this policy and procedures in their activities.
- Identify opportunities and undertake appropriate training to support them in their role.
- Act appropriately at all times and be able to challenge inappropriate behaviour in others.
- Be able to recognise harm and know how to report concerns in a timely and appropriate way.

Members of Bishopsteignton Parish Council must:

- Encourage all staff and volunteers to understand this policy.
- Offer opportunities to undertake appropriate safeguarding training and refresher training.
- Ensure the policy and procedure is adhered to and to undertake regular compliance audits.
- Ensure that the Council's Whistleblowing Policy is communicated to all staff and volunteers.

The role and responsibilities of the Responsible Officer are:

- To ensure that all staff are made aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
- Ensure that any concerns about a child or vulnerable adult are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The name person(s) will record any reported incidents in relation to a child/young person or breach of Safeguarding policies and procedures. This will be kept in a secure place and its contents will be confidential.

Procedures

A Safeguarding Officer should be appointed from within the Council and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children or at-risk persons, participants are appropriately briefed.
- 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
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed, and two references taken up.
- Decisions on whether any person should be DBS (Disclosure & Barring Service) checked will be made by the Council or the Chair after consultation with the Clerk 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 when supervising children
 - Not to play physical contact games
 - Adults to wear appropriate clothing at all times.
 - Ensure that accidents are recorded in the accident book.
 - Never do anything of a personal nature for a young person.
- Keep records in an incident book or any allegations a young person may make to any committee member or volunteer. Incident book to be presented to Full Council meeting for inspection when required or requested.
- If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment
- Facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- 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 an 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 at-risk 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

Bishopsteignton Parish Council is fully committed to safeguarding the well-being of children and at-risk adults by protecting them from physical, sexual, emotional harm and neglect.

All members of Bishopsteignton Parish Council should read the Safeguarding Policy.