

LONG SUTTON PARISH COUNCIL

SAFEGUARDING POLICY

Section heading	Section content
1. Introduction	<p>Long Sutton Parish Council makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Long Sutton Parish Council comes into contact with children and / or vulnerable adults through the following activities: Provision of recreation facilities Provision of children’s play areas</p> <p>The types of contact with children and / or vulnerable adults will be controlled and limited to occasional contact by grounds staff; councillors and administrators.</p> <p>This policy seeks to ensure that Long Sutton Parish Council undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff and Councillors their practices and clarifies the organisation’s expectations.</p>
2. Confirmation of reading	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Long Sutton Parish Council.</p> <p><u>Please complete the details below and return this completed form to the Clerk to the Council.</u></p> <p>Employee/Councillors Name:</p> <p>Employees/Councillors Signature:</p> <p>Date:</p>
3. Legislation	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none">○ Working together to safeguard Children 2010○ The Children Act 1989○ The Adoption and Children Act 2002:

- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

4. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

<p>5. Responsibilities</p>	<p>All staff (paid or unpaid) and Councillors have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all staff and Councillors (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>The Designated Senior Manager /lead officer is the Clerk to the Council. This person’s responsibilities are to monitor and report contacts and to raise any concerns with the Chairman of the Council.</p>
<p>6. Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include: Whistle Blowing; Grievance and Disciplinary; Health and Safety; Equal Opportunities and Data Protection.</p> <p>Safe recruitment</p> <p>Long Sutton Parish Council ensures safe recruitment through the following process: Ensuring that all job descriptions contain reference to the safeguarding of children and vulnerable adults and to this Policy.</p> <p>Criminal Bureau Records Gap Management</p> <p>The organisation commits resources to providing Criminal Bureau Records check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.</p> <p>In order to avoid CRB gaps, the organisation will undertake a rolling review of CRB checks every 3 years where staff regularly come into contact with children or vulnerable adults.</p> <p>In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place . 3 year reviews.</p>
<p>7. Communications, training and support for staff</p>	<p>Long Sutton Parish Council commits resources for induction, training of staff (paid and unpaid) and Councillors, effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include discussion of the Policy and confirmation of understanding, together with discussion of other policies and ensuring familiarity with reporting systems.</p>

	<p>Training All staff and Councillors who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include safer recruitment and understanding child protection.</p> <p>Communications and discussion of safeguarding issues Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: participation in multi-agency safeguarding issues and meetings.</p> <p>Support We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include: debriefing support and follow-up support as necessary.</p>
<p>8. Professional boundaries</p>	<p>Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Long Sutton Parish Council expects staff to protect the professional integrity of themselves and the organisation.</p> <ul style="list-style-type: none"> The following professional boundaries must be adhered to: Long Sutton Parish Council does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However, gifts may be provided by the organisation as part of a planned activity’. <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures</p>
<p>9. Reporting</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Long Sutton Parish Council.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Communicate your concerns with your immediate manager</p> <p style="text-align: center;">↓</p> <p>Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p>Discuss with parents of child Or with vulnerable person.</p> </div>

	<p>Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p>if needed seek advice from the Children and Families helpdesk or Adults helpdesk</p> <p style="text-align: center;">↓</p> <p>Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact</p> <p style="text-align: center;">↓</p> <p>Ensure that feedback from the Local Authority is received and their response recorded The local authority has a process for reporting and this must be adopted. Organisations will be expected to complete the local authorities initial contact form when informing them of a concern about a child. The use of this form and compliance with the policy will be mandatory and must be built into your policy. Information on reporting concerns will be found at www.gscb.org.uk</p> <p>If the immediate manager is implicated, then refer to their line manager or peer.</p>
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10. Allegations Management

Long Sutton Parish Council recognises its duty to report concerns or allegations against its staff (paid or unpaid) and Councillors within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows

1. Any member of staff (paid or unpaid) or Councillor (insert name of organisation) is required to report any concerns in the first instance to the Clerk/their line manager/ safeguarding manager/ peer
2. Contact the appropriate local authority for guidance
3. Follow the advice provided

Long Sutton Parish Council recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff and Councillors to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document <http://www.isa-qov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf>

<p>11. Monitoring</p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • CRB checks undertaken • References applied for new staff • Records made and kept of supervision sessions • Training – register/ record of staff/Councillor training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post
<p>12.Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with the following policy Data Protection Policy.</p> <p>All staff and Councillors must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff/Councillors must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
<p>13.Conflict resolution and complaints</p>	<p>Conflicts in respect of safety of vulnerable adults will be taken forward by the Clerk to the Council via the LCC Community and Adult Care Directorate</p>
<p>14.Communicating and reviewing the policy</p>	<p>Long Sutton Parish Council will make clients aware of the Safeguarding Policy through the following means: The Council’s website</p> <p>This policy will be reviewed by the Clerk to the Council every 3 years and when there are changes in legislation.</p>