

RINGLAND PARISH COUNCIL

Safeguarding Policy

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Ringland Parish Council facilities and events or activities.

Definitions

Children and young people: anyone under the age of 18.

Vulnerable adult: anyone over the age of 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.

It also applies to any individual using the Parish Council facilities for the purposes of delivering any service to children, young people or vulnerable adults.

Promoting a safe environment

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

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in/on Parish facilities are aware of safeguarding expectations.
- Ensure that the policy for users of parish facilities includes a requirement that they are safe to work with children, young people and vulnerable adults where appropriate, for example by undergoing Disclosure and Barring Service (DBS) checks.
- Ensure that attendees at functions are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Display on notice boards the relevant safeguarding contacts for advice and help.

Use of Parish facilities by groups for use with children, young people or vulnerable adults

(eg clubs, or organisations, regularly using the Village Hall) will require the leaders to demonstrate they have suitable public liability insurance, a suitable safeguarding policy and/or agree to work within the Parish Council's safeguarding policy, that they are aware of the Parish Council policy and abide by it whilst using the parish facilities, that their leaders have valid DBS checks as appropriate, that their leaders know where the first aid box is, and that the leaders do risk assessments for individual activities.

Safe working practices

All users of the Parish facilities must follow the safeguarding policy and procedures at all time. For example they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a DBS Check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others.
- Have male and female leaders working with a mixed group where possible.
- Ensure registers are completed and individuals are signed in and out with children collected by their parents/carers.
- Ensure they have access to a first aid kit, telephone and know the fire procedures.
- Have appropriate procedures in place to allow for assistance with toilet trips supervised under a robust safeguarding procedure.
- When working outside ensure that appropriate breaks, clothing and shelter are available.

Expectations of behaviour

All users of Parish facilities should ensure communications, behaviour and interactions with others are appropriate and professional and that they treat each other with respect and show consideration for other users.

All users should refrain from any behaviour that involves racism, sexism or bullying and in addition to report instances to group leaders, parish councillors, the parish clerk or parents and carers as appropriate.

Allegations against staff and volunteers

All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. If an allegation is made against a member of staff or volunteer, the person in receipt of the allegation should inform the Chair of the Parish Council immediately. The Parish Council should then follow the Multi-Agency Safeguarding Hub procedures.

Cause for concern

Staff and volunteers should be concerned by any action or inaction that significantly harms the physical and/or the emotional development of a child or vulnerable adult.

Abuse can involve physical, emotional, sexual, financial abuses or neglect.

How to report a concern

<https://www.norfolk.gov.uk/article/39170/Multi-agency-safeguarding-hub-MASH>

If you are suspicious or concerned about someone's safety, whether child or adult, call the Multi-Agency Safeguarding Hub on **0344 800 8020**. Our text relay number for people with hearing or speech impairments is **18001 0344 800 8020**. You may remain anonymous but please give us as much information as possible so that we can follow it up.

In an emergency call 999.

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