

Saxtead Parish Council

Safeguarding Policy

Children and Vulnerable Adults

PURPOSE

The Saxtead Parish Council takes its responsibilities in respect of the safeguarding of children and vulnerable adults very seriously and has a policy to ensure that any activities falling within the scope of their responsibility are managed within a safe and controlled manner.

To this end all Councillors, paid staff and volunteers are made aware of their responsibilities in respect of this policy. The policy is reviewed on an annual basis for its continued suitability and amended as necessary.

SCOPE

Any events organised, funded or managed by Saxtead Parish Council and their volunteers.

RESPONSIBILITIES

All Saxtead Parish Councillors, staff and volunteers have a duty to safeguard vulnerable users and those who may come into contact with vulnerable users. (Vulnerable users could include children, young people, adults with learning difficulties or physical disability, frail, elderly people and carers).

They shall respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

PRINCIPLES

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect.

Bullying, shouting, physical violence, sexism and racism towards children or vulnerable adults will not be permitted or tolerated.

POLICY STATEMENT

No member of the Parish Council, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure and introductory Child Protection or Vulnerable Adults Protection training.

All suspicions or allegations of abuse against a vulnerable adult or child will be taken seriously and dealt with speedily and appropriately.

All Councillors, staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues, and should be offered introductory training.

There will be a nominated and named Vulnerable Users representative to who any suspicions or concerns should be reported.

This person is until/...../.....

The Parish Council will endeavour to keep the premises safe for use by children and vulnerable adults. The committee recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults.

All user groups concerned with vulnerable adults or children shall have suitable and sufficient policies in place to protect their charges and these should be made available to the Parish Councillors. Safe recruitment processes would be used to appoint staff should working with children or vulnerable adults in any kind of activity arise.

These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

Signed: _____ Vulnerable Users representative.

Signed: _____ Parish Clerk

Signed: _____ Chair of Saxtead Parish Council

Date of Parish Council Meeting. _____ / _____ / _____

Useful Procedures

All Parish Councillors, volunteers and staff will be given information about child protection and should attend introductory level Child Protection training and Protection of Vulnerable Adults training if necessary.

An annual review will take place following the AGM to allow for any required up-date of policies and or procedures. New Councillors, volunteers and staff must be given an induction to this policy and understand their responsibilities.

Organisations and individuals organising for activities for children and vulnerable adults will be made aware of this policy. .

Contractors engaged to carry out work for the Parish Council must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.

RECORDS

Records are to be retained for 5 years minimum.

Reviewing the Policy

This Policy will be reviewed on a 12 monthly basis for applicability in line with changes in current legislation and requirements of the council. All policies therefore, will be reviewed and adopted at the AM irrespective of the date on which they were initially written.

This Policy was reviewed and adopted at a meeting held on/...../.....