



Safeguarding Policy

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Document Review History:

Version 1.2: Annual review. Added Safeguarding Incident Report into Appendix.
Source policies remain up to date.

Child and Vulnerable Adult Welfare and Safeguarding Policy and Procedure

1.0 Policy Statement

- a. Saxilby with Ingleby 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 associated with the parish council.

2.0 Policy Objectives

- a. To ensure that where possible all facilities and activities offered by the parish council are designed and maintained to limit risk to children and vulnerable people.
- b. 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.
- c. To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- d. As the parish council does not directly provide care or supervision services to children, it expects all children using its facilities to do so with the consent and the necessary supervision of a parent or other responsible adult.

3.0 Aims

- a. The aim of this policy document is to guide members of Saxilby with Ingleby Parish Council should any child protection or vulnerable adults issue arise during their work.

4.0 Responsibilities and Procedures

- a. A Child Protection Officer will be appointed from within the council (the clerk) and his/her responsibilities will include:
 - i. Ensuring that before any parish council organised event with children or vulnerable persons, the Child Protection Officer brief participants appropriately.
 - ii. Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
 - iii. 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.
 - iv. 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.
- b. Decisions on whether any person should have a DBS (Disclosure and Barring Service Check) check will be made by the clerk, conferring with the chair if

required following risk assessment. All new councillors are to be provided with a copy of the policy and are required to acknowledge they will abide by it.

- c. 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 or vulnerable person
- d. Keep records in an incident book of any allegations a young person may make to any committee member or volunteer. Incident book to be presented to the parish council full meeting for inspection.
- e. If there is a child abuse incident, it should be reported to the child protection 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. It is good practice to inform the family if making a referral.
- f. 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.
- g. Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents, and carers.
- h. In the event of a contractor working directly for the parish council, being deemed to be working in any area where children may be at risk, then that contractor will be asked to provide their Child Protection Policy.

5.0 Declaration

- a. Saxilby with Ingleby Parish Council is fully committed to safeguarding the well-being of children and vulnerable people by protecting them from physical, sexual, emotional harm, and neglect.
- b. All members of Saxilby with Ingleby Parish Council should read the council's child and vulnerable person protection policy.
- c. 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.

Appendix 1: What to do if you are worried about a child or vulnerable adult?

Child

- a. If you believe a child is in immediate danger call 999 and inform the police. If there is no immediate danger to the child, or if you need some advice or information, you can contact the Lincolnshire County Council Children Services Customer Service Centre (CSC) on 01522 782111. Outside normal office hours you can contact the Emergency Duty Team (EDT) on 01522 782333

- b. If there is no immediate danger you may also seek advice from the Councils Lead Safeguarding Officer – The Clerk.

- c. Whenever you report a concern please keep a written record of what you have reported and why and inform the Councils Lead Safeguarding Officer at the earliest possible opportunity by completing the Councils incident report form which is available from the Councils offices at Saxilby with Ingleby Parish Council, St Andrews Community Centre, William Street, Saxilby, LN1 2LP.

Vulnerable Adult

- d. If you believe an adult is in immediate danger call 999 and inform the police. If you think someone is being abused or you think their safety is at risk, then it is important to tell someone.

- e. If you're worried about an adult and think they may be a victim of neglect, abuse or cruelty, please call the Lincolnshire County Council Customer Service Centre (CSC) on 01522 782155. Outside normal office hours you can contact the Emergency Duty Team (EDT) on 01522 782333.

- f. If there is no immediate danger you may also seek advice from the Councils Lead Safeguarding Officer.

From LCC Safeguarding Policy and Procedure

Appendix 1:



Safeguarding Incident Report Form

Name of person at risk:

Address:

Telephone:

Briefly describe what happened (include times and dates):

Names and contacts of witnesses:

Name of person completing form:

Date:

Action taken:

Name of person responsible for investigation:

Date:

Action taken: