



**Washingborough
Parish Council**

Safeguarding Policy

**Adopted
20 Nov 2014**

**Reviewed
20 Jul 2022**

Change History

No	Change Type	Updated by	Change summary	Approved by Council
1	Original		Created	21 Nov 2019
2	Update		Added Front sheet & reviewed	20 Jul 2022
3				

Review Interval = Annual

Safeguarding Policy

1. Introduction

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

Definitions

Children and young people:

Anyone under the age of 18 years.

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

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 authorised individual or group using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

2. Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable 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 the 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 (e.g. any adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service (DBS) checks*)
 - Ensure that attendees at functions, e.g. Fireworks evening, are aware that parents are responsible for their children's safety, and the location of a dedicated safe place for lost children is clear.
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- Display on Notice Boards the relevant safeguarding contacts for advice and help.

*The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the [Disclosure and Barring Service](#) (DBS). CRB checks are now DBS checks

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

(e.g. clubs/organisations regularly using the recreation grounds)

Parish Council will require the leaders to:

- Have public liability insurance
- Have a suitable “safeguarding children, young people and vulnerable adults” policy, and/or agree to work to the Parish Council’s policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council policy and ensure that it is followed while using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Do risk assessments for individual activities.

3. Safe Working Practice

All users of Parish facilities must follow the safeguarding children, young people and vulnerable adult’s policy and procedures at all times. 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. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8s must be collected by a parent/carer)
- Ensure that photos or videos of individuals are not taken without written permission from parents/carers.
- Ensure that they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Expectations of behaviour

All users of Parish facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.

- Refrain from any behaviour that involves racism, sexism, and bullying and in addition to report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers as appropriate.

4. Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or a vulnerable adult.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chairman of the Parish Council.
- The Parish Council should follow the guidance on the Lincolnshire Safeguarding Children Board website: <https://www.lincolnshire.gov.uk/safeguarding/lscp/7>

Or, in the case of vulnerable adults, refer to:

<https://www.lincolnshire.gov.uk/safeguarding/lsab>

5. Whistleblowing

All staff and volunteers should be concerned by any action or inaction which significantly harms the physical and/or emotional development of a child or vulnerable adult. Abuse falls into four main categories:

- a. Physical Abuse
- b. Emotional Abuse
- c. Sexual Abuse
- d. Neglect

All staff and volunteers coming into contact with children need to have an awareness of safeguarding. All agencies working with children are recommended to follow the multi-agency procedures at <https://www.lincolnshire.gov.uk/safeguarding/lscp>