

# Deopham & Hackford Parish Council

## Safeguarding Policy

Adopted - 1 March 2023

Reviewed - 3 April 2024

To be reviewed annually. Date of next review: March 2025

### Introduction

In the interests of child protection and the welfare and protection of vulnerable adults, the 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.

### Definitions

Children and young people - Anyone under the age of 18 years (The Children's Act 1984)

Vulnerable Adult - Anyone over 18 who is:

- Unable to care for themselves
- Disabled or has a long term health condition (e.g. mental health) who may be unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

### Policy Objective:

- 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 adults.
- 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.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

### Aims

The aim of this policy document is to guide members of the Parish Council should any child protection issue or any issues with vulnerable adults.

### Responsibilities & Procedures

The Clerk and Chairman have been designated as Safeguarding Officers and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Parish Council organised event with children or vulnerable adults

- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties
- Highlighting to all new councillors the existence of the Safeguarding Policy and where it can be found
- Keep records in an incident book of any allegations made

The Council will ensure Parish Council facilities are:

- Appropriately insured
- Are kept safe and well maintained and have the appropriate risk assessments carried out
- Are hired out under a formal agreement

In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

Any group or organisation hiring out Council facilities who are using them for an event or activity where children or vulnerable adults will be present should also ensure they have their own Safeguarding Policy and may be asked to provide a copy to the Council. Where they are also providing unsupervised contact with children, all adults involved from the group or organisation should hold a valid Disclosure and Barring Service (DBS) check.

#### **What should be a cause for concern**

Those involved with the Parish Council, whether staff or volunteers, should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM.

The categories are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

#### **Reporting a Concern**

If there is a child abuse or safeguarding incident at a Council facility or on its land it should be reported to one of the Safeguarding Officers who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures ([Norfolk Safeguarding Children Partnership](#)) and also referred to the Council for further action as appropriate and for future risk assessment.

The Council will not take any action or make any judgements with regards to any concerns it receives. All information will be referred directly to the appropriate organisation who will consider what action is required. All concerns received will be treated confidentially and will not be discussed or disclosed in the public section of a Parish Council meeting.

## Declaration

Deopham & Hackford Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual and emotional harm and neglect. All members of Deopham & Hackford Parish Council, whether employees, Councillors or volunteers, should be proactive in providing a safe environment for children and vulnerable adults who are involved in Parish Council activities or using Parish Council facilities.

## Safeguarding Officers

Clerk:		Chairman:	
Name	Jordana Wheeler	Name	Jacky Phoenix
Email address	<b>deophampc@gmail.com</b>	Email address	<b>phoenix627@btinternet.com</b>

## Useful Safeguarding Contact Details

Organisation	Website	Telephone/email
Children's Advice and Duty Service (CADS) - Professionals to report/discuss any concerns	<a href="https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/">https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/</a>	0344 800 8021
Norfolk County Council's Customer Services - Members of the public to report/discuss any concerns	<a href="https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/">https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/</a>	0344 800 8020
Local Authority Designated Officer (LADO) - To report concerns about an adult working with children	<a href="https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/">https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/</a>	<a href="mailto:LADO@norfolk.gov.uk">LADO@norfolk.gov.uk</a>
Police	<a href="https://www.norfolk.police.uk/advice/child-protection">https://www.norfolk.police.uk/advice/child-protection</a>	Non-urgent – 101 Urgent - 999

## Useful Safeguarding Information

Organisation	Website
Norfolk Safeguarding Children Partnership	<a href="https://www.norfolkscb.org/">https://www.norfolkscb.org/</a>
Norfolk County Council	<a href="https://www.norfolk.gov.uk/children-and-families/keeping-children-safe">https://www.norfolk.gov.uk/children-and-families/keeping-children-safe</a>
NSPCC	<a href="https://www.nspcc.org.uk/">https://www.nspcc.org.uk/</a>