



HOUGHTON AND WYTON PARISH COUNCIL

Safeguarding Policy and Procedures

Section heading	Section content
1. Introduction	<p>Houghton & Wyton Parish Council (the Council) makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>The Council comes into contact with children and / or vulnerable adults through the following activities: delivery of services, time banking, general activities and meetings</p> <p>The types of contact with children and / or vulnerable adults will be as a sports facility caretaker, attending meetings or data administration</p> <p>This policy seeks to ensure that the Council undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff and councillors in their practices and clarifies the organisation's expectations.</p>
2. Legislation	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none">○ Working together to safeguard Children 2017○ Protection of Freedoms Act 2012○ The Children Act 1989○ The Adoption and Children Act 2002:○ The Children act 2004○ Safeguarding Vulnerable Groups Act 2006 - DBS○ Care Standards Act 2000○ Public Interest Disclosure Act 1998○ The Police Act – CRB 1997○ Mental Health Act 1983○ NHS and Community Care Act 1990○ Rehabilitation of Offenders Act 1974
3. Definitions	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take a number of forms, including the following:</p>

	<ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Emotional abuse • Bullying • Neglect • Financial (or material) abuse <p>Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p>Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:</p> <ul style="list-style-type: none"> • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless
<p>4. Responsibilities</p>	<p>All staff (paid or unpaid) and councillors have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) and councilors to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities The Parish Council has responsibility to ensure:</p> <ul style="list-style-type: none"> • The policy is in place and appropriate • The policy is accessible • The policy is implemented • The policy is monitored and reviewed • Liaison with and monitoring the Designated Senior Manager work • Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented • Promoting the welfare of children and vulnerable adults • Ensure staff (paid and unpaid) and councilors have access to appropriate training/information <p>The Parish Clerk will:</p>

	<ul style="list-style-type: none"> • Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately • Keep up to date with local arrangements for safeguarding and DBS and develop and maintain effective links with relevant agencies. • Take forward concerns about responses
<p>5. Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <ul style="list-style-type: none"> • Grievance and disciplinary procedures – to address breaches of procedures/ policies • Health and Safety policy, including lone working procedures, mitigating risk to staff and clients • Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory • Data protection (how records are stored and access to those records) • Staff induction • Staff training <p>Safe recruitment</p> <p>The Council ensures safe recruitment through the following processes:</p> <ul style="list-style-type: none"> • Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities. • There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding • Shortlisting is based on formal application processes/forms and not on provision of CVs • Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification • Disclosure and Barring Service (DBS) checks will be conducted for specific workforce roles for all staff (paid or unpaid) working with children, vulnerable adults or other. If the member of staff has registered with the DBS update service they can give permission for the Council to use this service to check their current DBS if it falls within the same workforce (i.e. children, adults or other), and is at the level required or higher. If they are not registered, a new DBS check will be required. It is a criminal offence for individuals barred by the DBS to work or apply to work with children or vulnerable adults in a wide range of posts. • No formal job offers are made until after checks for suitability are completed. <p>Disclosure and Barring Service Gap Management</p> <p>The organisation commits resources to providing DBS checks on staff (paid or unpaid) or councillors whose roles involve contact with children and /or vulnerable adults.</p> <p>In order to avoid DBS gaps, the organisation will maintain and review a list of roles across the organisation which involve contact with children/ vulnerable adults</p> <p>In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place:</p>

	<ul style="list-style-type: none"> • A 3 year rolling programme of re-checking DBS's is in place for holders of all identified posts. Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check <p>Service delivery contracting and sub-contracting</p> <p>Where appropriate:</p> <ul style="list-style-type: none"> • There will be systematic checking of safeguarding arrangements of partner organisations • Safeguarding will be a fixed agenda item on any partnership reporting meetings. • Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures.
<p>6. Communications training and support for staff</p>	<p>The Council commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include:</p> <ul style="list-style-type: none"> • Discussion of the Safeguarding Policy (and confirmation of understanding) • Discussion of other relevant policies • Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager • Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding <p>Training</p> <p>All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level.</p> <p>Communications and discussion of safeguarding issues</p> <p>Any discussion at a meeting will be held in a closed session. All reports and discussions will be held in confidence.</p> <p>Support</p> <p>We recognise that involvement in situations where there is risk or actual harm can be stressful for staff or councillors concerned. All staff are advised to speak to their line manager and will be offered further support.</p>
<p>7. Professional boundaries</p>	<p>The Council expects staff and councillors to protect the professional integrity of themselves and the organization. Professional boundaries must be adhered to and there is further guidance ion the Code of Conduct.</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures</p>

<p>8. Reporting</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Houghton & Wyton Parish Council.</p> <p style="text-align: center;">Communicate your concerns with your immediate manager</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Discuss with parents of child Or with vulnerable person. Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">if needed seek advice from the Children and Families helpdesk or Adults helpdesk</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ensure that feedback from the Local Authority is received and their response recorded</p> <p>Any incidents should be reported to the Local Authority Designated Officer at Cambs County Council. Cambridgeshire Children’s Social Care can be contacted on 0345 045 5203 or 01773 234 724 (out of hours)</p>
<p>9. Allegations Management</p>	<p>The Council recognises its duty to report concerns or allegations against its staff (paid or unpaid) or councillors within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows: First step: Any member of staff (paid or unpaid) is required to report any concerns in the first instance to their line manager/ peer. Second step- contact local authority for advice. The Local Authority Designated Officer at Cambs County Council. Cambridgeshire Children’s Social Care can be contacted on 0345 045 5203 Third step – follow the advice provided</p>

	<p>The Council recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Disclosure and Barring Service (DBS), according to the DBS referral guidance https://www.gov.uk/government/collections/dbs-referrals-guidance--2</p>
10. Monitoring	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • DBS checks undertaken • References applied for new staff • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place
11. Managing information	<p>Information will be gathered, recorded and stored in accordance with the Data Protection Policy.</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
12. Conflict resolution and complaints	<p>The Council is aware of the GSCB policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy (at www.gscb.org.uk) and if necessary this will be taken forward by the Parish Clerk.</p> <p>Conflicts in respect of safety of vulnerable adults will be taken forward by the Parish Clerk via the GCC Community and Adult Care Directorate</p>
13. Communicating and reviewing the policy	<p>The Council will make clients aware of the Safeguarding Policy through the Parish Council website</p> <p>This policy will be reviewed by the Council every four years and when there are changes in legislation.</p>

Policy adopted on: 17 August 2016

Policy reviewed November 2017 and adopted by Parish Council at PC meeting on 15 November 2017

To be reviewed next in November 2020.