

Offley & Cockernhoe Parish Council

Safeguarding Policy

Children – Young People – Vulnerable Adults

Parish Councillors, Clerk, Volunteers and Hall Management Committee Members come into contact in the course of their duties with all sections of the local community and therefore it is important that they adhere to a code of conduct that protects them and others as well as being aware how they would raise concerns if they either noted any, or if a member of the public disclosed to them’.

Aims

This policy seeks to ensure that Offley & Cockernhoe Parish 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 in their practices and clarifies the organisation’s expectations.

Offley & Cockernhoe Parish Council strives to make a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

1. Safeguarding in the context of the Parish Council

Offley & Cockernhoe Parish Council will potentially come into contact with children and / or vulnerable adults. It is the responsibility of **everyone** attending an event or participating in a volunteering activity, or if aware of a safeguarding issue outside of an organised event or activity, to **pass on any concerns** regarding a child or vulnerable adult **immediately**. The procedure for this is at the end of this policy.

2. The types of contact with children and / or vulnerable adults will be controlled:

Controlled contact includes ancillary roles such as caretakers where there may be contact with vulnerable groups and also includes administrators or trustees who can access data on vulnerable people

NB ‘Vulnerable’ means **vulnerable at the time of the activity**

The Safeguarding regulation is set out in the Children’s Act (1989 and 2004) The Care Act 2014

3. Definition of Safeguarding, Abuse, and the two main groups who are protected under this Policy

- a) 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.
- b) 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.
- c) It can take a number of forms, including the following:

Physical abuse
Psychological or Emotional abuse
Financial or material abuse
Modern Slavery
Domestic Abuse
Discriminatory Abuse
Radicalisation

Sexual abuse
Neglect or Omission to act
Child Sexual Exploitation
Self -neglect
Institutional Abuse
Harassment

Offley & Cockernhoe Parish Council

Safeguarding Policy

Children – Young People – Vulnerable Adults

d) (i) Definition of a child

A child is a person under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

(ii) Definition of a vulnerable adult

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 **at the time of the activity**.

This **may** include a person who: 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.

(iii) Definition of a vulnerable person

A vulnerable person is a child or an adult who does not have the mental capacity to make safe decisions or protect themselves.

4. Responsibilities for Safeguarding within the Parish Council

All employees (the Clerk) of Offley & Cockernhoe Parish Council, Parish Councilors and volunteers, (paid or unpaid), 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, set out at the end of this document.

We expect all staff and volunteers to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

The Safeguarding regulation is set out in the Children's Act (1989 and 2004) The Care Act 2014

Report a concern about a vulnerable adult

Even if you're not 100% sure or do not have all the details, call

Hertfordshire County Council 0300 123 4042, day or night to report any concerns.

If the individual is in danger and needs immediate protection you should always call the police on 999.

For more information, please go to the

[Hertfordshire Safeguarding Adults Board website.](#)

Report a concern about a child or young person

Report a concern about a child (under 18 years old) to

Hertfordshire County Council Children's Services on 0300 123 4043 (including out of hours).

If a child or young person is in immediate danger, left alone, or is missing you should call the police on 999.

For more information about safeguarding children please visit the

[Hertfordshire Safeguarding Children Partnership.](#)

You can also report child abuse, or discuss your concerns with the

NSPCC by calling 0808 800 5000 or emailing help@nspcc.org.uk

Additional specific responsibilities

Cllr. Mrs N. Roberts SRN has been appointed as the **Safeguarding Officer** from within the Council and her responsibilities will include:

- Ensuring that before any Parish Council organised event with children or vulnerable persons, the Designated Safeguarding Lead briefs participants appropriately.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.

Offley & Cockernhoe Parish Council

Safeguarding Policy

Children – Young People – Vulnerable Adults

- 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.

Contact Cllr. Mrs N. Roberts SRN M: 07970 602517 E: noreenlooneydn@yahoo.co.uk
Contact Cllr. Mrs C. Gallagher M: 07970 383480 E: caroline_gallagher_39@hotmail.com

The Designated Safeguarding Lead (DSL) is

David Sample, Proper Officer Offley & Cockernhoe Parish Council

Contact: 01438 243 218 or clerk@offleyipc.org.uk

The DSL's responsibilities are:

- Promoting the welfare of children and vulnerable adults
- Ensuring volunteering coordinators and volunteers (paid and unpaid) have access to appropriate training/information
- Receiving any concerns about safeguarding and responding to all seriously, swiftly and appropriately
- Keeping up to date with local arrangements for safeguarding and DBS
- Developing and maintaining effective links with relevant agencies; e.g., Social Services, police, etc
- Take forward concerns about responses

The DSL will ensure that:

- The policy is in place and appropriate
- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed

The Lead Officer at an event will be that event's coordinators.

Specific contact details will be given for each event.

The Lead Officer's responsibilities are:

- Ensuring volunteering coordinators and volunteers (paid and unpaid) have access to appropriate training/information
- Ensuring volunteers are aware of who and how to report any concerns to, during volunteering activities
- Receiving any concerns about safeguarding and responding to all seriously, swiftly and appropriately, and informing the Designated Safeguarding Lead immediately
- Liaison with and monitoring the Designated Safeguarding Lead's work

The Lead Officer will ensure that:

- The policy is accessible to all volunteers
- The policy is implemented by all volunteers

Parish Councilors have responsibility to ensure that:

- Sufficient resources are allocated to ensure that the policy can be effectively implemented
- The policy is in place and appropriate
- The policy is implemented
- The policy is monitored and reviewed

Offley & Cockernhoe Parish Council

Safeguarding Policy

Children – Young People – Vulnerable Adults

5. Decisions on whether the clerk and any councillor, volunteer or project organiser should be DBS checked will be made by the Parish Council after consultation with the Clerk following a risk assessment. This is in the event where a Parish Council led activity is to take place.

All Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge and sign to confirm they will abide by it. All new Councillors will also be required to sign.

The Clerk, Councillors and volunteers 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 person

6. Procedure for reporting any concerns

Refer any and all cases of suspected abuse or allegations whenever they may be observed – not solely during an event - to the **Designated Safeguarding Leads**,

Offley Ward Cllr. Mrs N. Roberts SRN M: 07970 602 517 E: noreenlooneydn@yahoo.co.uk

Cockernhoe Ward Cllr. Mrs C. Gallagher M: 07970 383 480 E: caroline_gallagher_39@hotmail.com

Clerk David Sample T: 01438 243 218 E: clerk@offleypc.org.uk

David Sample, Proper Officer Offley & Cockernhoe Parish Council, on **01438 243 218** who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures

If the DSL is not present or available at the time, the Lead Officer, who will be the co-ordinator for the specific event, will be the second point of contact and will liaise with the DSL as soon as possible after the report.

Please write down anything you witnessed or anything that was said by all concerned, if possible. Please report facts to the DSL or the Lead Officer, and as soon as is possible after you have made the report, please put your report in writing and email to clerk@offleypc.org.uk or post to:

Clerk to Offley & Cockernhoe Parish Council, 1 Newlyn Close Stevenage Hertfordshire SG1 2JD

SAFEGUARDING TRAINING: The opportunity for training will be discussed with individual personnel as to their individual requirements. A record of all training received will be kept by the PC and will be reviewed each year with the individual concerned at the time of reviewing the whole safeguarding policy.

Adopted: September 2023
To be reviewed: May 2024