

# **EAST LEAKE PARISH COUNCIL**

## **SAFEGUARDING AND PROTECTING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS POLICY**

### **Foreword**

As public servants one of the most important responsibilities we all have is to safeguard and protect the most vulnerable in our society. It is still unacceptable that there are too many occasions where children, young people and vulnerable adults are affected in a harmful or negative way through incidences of abuse or violence which commonly are also linked to drug or alcohol abuse.

East Leake Parish Council sees it as its responsibility to ensure it plays its full part in preventing such occurrences. East Leake Parish Council is therefore fully committed to assisting relevant agencies in the safeguarding and promotion of the welfare of children, young people, vulnerable adults and older people.

This policy is used to ensure that all East Leake Parish Council employees and Councillors become aware of their responsibilities in protecting and safeguarding children, young people and vulnerable adults through the course of their work. It is applicable to all of the Council's functions and services, as well as the operations of partners, contractors and voluntary organisations that deliver services on East Leake Parish Council's behalf. Such organisations must maintain and develop their own Safeguarding Children, Young People, Vulnerable Adults and Child Protection Policies to reflect this policy.

By applying this policy in conjunction with our partners we will be exercising our duty to our communities, whilst hopefully reducing the risk of unacceptable tragedies happening to the vulnerable of our community.

### **Introduction**

This policy is mandatory for all employees, Councillors, and volunteers of East Leake Parish Council who, as part of their normal duties come into direct contact with children, young people, vulnerable adults and older people. It also applies to those who provide services or manage facilities for the use of groups which include children, young people and vulnerable adults, as they also have a responsibility in safeguarding welfare and preventing abuse.

These procedures are in keeping with the Nottinghamshire Safeguarding Children Board (NSCB) and are binding for all employees, Councillors, volunteers and partners who work in partnership with East Leake Parish Council to ensure good practice is maintained.

In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their 18<sup>th</sup> birthday. For the purpose of these safeguarding children procedures the reference to children therefore means 'children and young people' throughout.

*In accordance with the Law Commission, the definition of a vulnerable adult is someone over 18 and is defined as follows: "someone who is or may be in need of community care services by reason of mental or other disability or illness; and who is or may be unable to take care of himself or herself against significant harm or exploitation."*

*For the purpose of these safeguarding procedures the reference to vulnerable adults will be used together with children and young people throughout.*

This policy will be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

## **The Law**

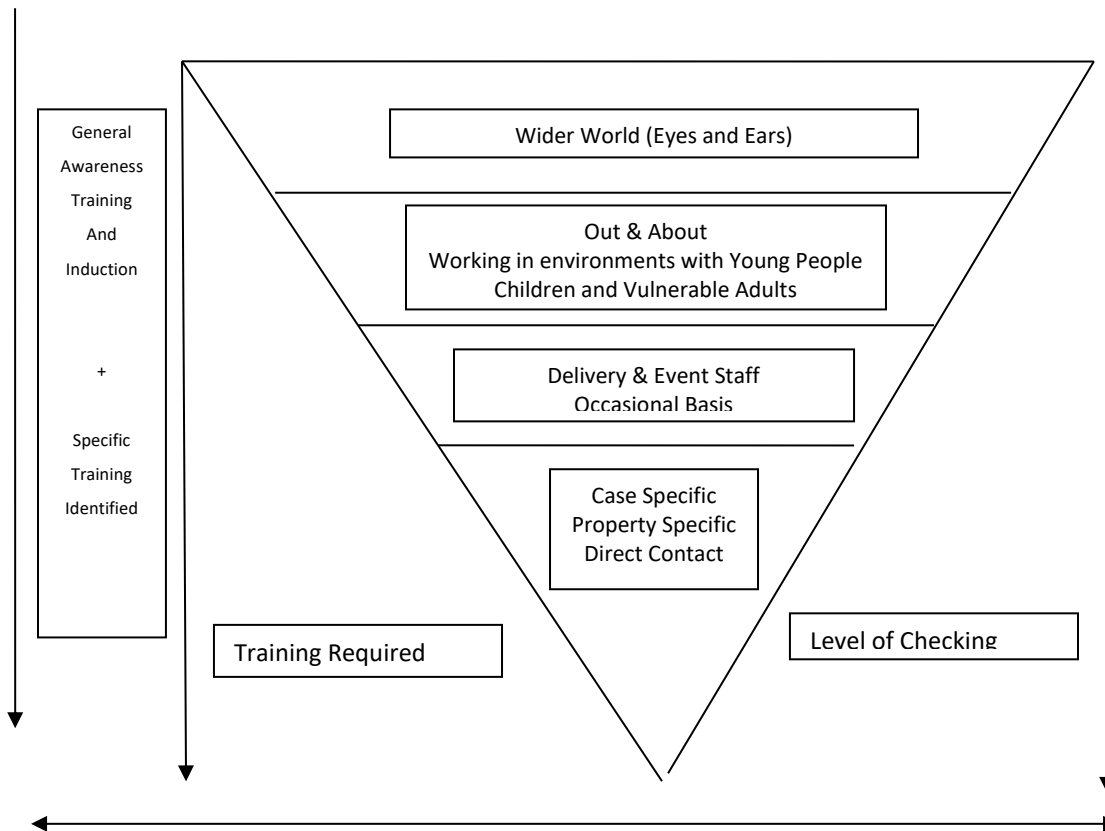
The Children Act 2004 provides the legislative framework and established a statutory duty on local authorities to make arrangements to promote co-operation between agencies and other appropriate bodies to safeguard and improve children's wellbeing as outlined in Working Together to Safeguard Children 2010 section 2.11 regarding organisations' responsibilities and the Law Commission in relation to Vulnerable Adults.

## **Aims**

The aim of this procedure is to provide all East Leake Parish Council employees, Councillors, and volunteers undertaking work on behalf of East Leake Parish Council with the knowledge and skills to recognise signs of abuse and to, wherever possible, take appropriate action to safeguard and protect from further abuse. East Leake Parish Council is pictorially represented in the model below

**It is vital to keep a written record of all aspects of the concern observed and reports made, including date and time, and names of anyone involved or subsequently informed.**

## Safeguarding and Protecting Children, Young People and Vulnerable Adults



### Objectives

- a) To ensure that Councillors, employees and volunteers working with children, young people and vulnerable adults can identify the signs and symptoms of the four main types of abuse.
- b) To ensure that Councillors, employees and volunteers understand the procedures to follow when child abuse is suspected.
- c) To ensure that Enhanced Disclosure and Barring Service (DBS) checks are completed for all who work with or have significant access to children, where appropriate.
- d) To ensure that safeguarding information and guidance on training is promoted to all relevant individuals, clubs, groups, societies and organisations hiring buildings, facilities or on land provided by East Leake Parish Council where appropriate.
- e) To recognise and appreciate the additional vulnerability of some children, young people and vulnerable adults who have different ethnic or cultural backgrounds or those with physical or mental disabilities.

East Leake Parish Council is responsible for ensuring safe recruitment and employment practices in accordance with the Children Act 2004 and in accordance with Council policy that DBS checks are carried out on all appropriate employees, two valid references are taken up, evidence of identity and any relevant qualifications are seen.

### **Dealing with a Serious Incident or Suspicion – General Guidelines**

Report any concerns or suspicions immediately to the Clerk.

Only employees and Councillors of East Leake Parish Council and/or volunteers working under their direct supervision may use the formal East Leake Parish Council reporting procedure.

It is important to remember that confidentiality is critically important at all stages of the reporting procedure. This is necessary to safeguard all parties including the potential perpetrator. Responsibility is to inform only those people identified within the policy and not to discuss the case casually with colleagues.

Nottinghamshire County Council and the Police will take the lead in assessing whether abuse has taken place, or whether a child is at risk of abuse.

### **Response to Immediate Serious Incident**

When circumstances arise where an incident is reported or identified, which requires immediate intervention, employees, Councillors, or volunteers will be required to respond accordingly. Each incident will be different and specific guidelines appropriate for all incidents are not feasible. However, the well-being of the child, young person and vulnerable adult is paramount and the appropriate response, dependant on the nature of the incident **may include**:

- a) Immediate emergency call (999) to Police or Ambulance as appropriate, or 101 if less urgent.
- b) Immediate contact with Nottinghamshire Multi-Agency Safeguarding Hub (MASH) 0300 500 80 80 (8.30am-5.00pm) by the appointed person.

Nottinghamshire MASH Emergency Duty Team 0300 456 4546 at any other time.

- c) Immediate verbal intervention with support from the most senior Councillor or employee available on site without placing the child or yourself at further risk.

## **Reporting a Suspicion, Concern or Observing Signs & Symptoms**

Follow the procedures in the flowchart 'Procedure for Reporting a Safeguarding Suspicion/Concern' in this document.

Report any concerns on the same day if at all possible, to the Parish Clerk or Deputy, or a Councillor.

Referrals to Nottinghamshire MASH should be the same day.

- MASH should report back to the person reporting the incident within 3 days on the course of action to be taken.
- In the interests of the child, should MASH fail to report back within 3 days, it is recommended to pursue feedback.

## **Reporting a Colleague**

If you consider a child, young person or vulnerable adult is at risk from a colleague, your first concern **MUST** be for the protection of the child, young person or vulnerable adult. You should raise your concern to the Clerk unless they are implicated in the allegation in which case raise with a Councillor.

Do not disclose to the member of staff that you are making a report. Use your discretion when discussing the issue and forwarding paperwork.

## **Key Telephone Numbers**

- Immediate contact with the Nottinghamshire MASH [Nottinghamshire Multi Agency Safeguarding Hub] 0300 500 80 80 (8.30am-5.00pm) for children or 101 for Adults.
- [www.nottinghamshire.gov.uk/MASH](http://www.nottinghamshire.gov.uk/MASH)
- Nottinghamshire MASH Emergency Duty Team 0300 456 454
- Immediate emergency call (999) to Police/Ambulance
- Rushcliffe Borough Council, Designated Lead Officer for Safeguarding children:- Dave Mitchell, Executive Manager, Tel 0115 9148 267  
Mobile 07875025455 E-mail: [dmitchell@rushcliffe.gov.uk](mailto:dmitchell@rushcliffe.gov.uk)
- Rushcliffe Borough Council, Designated Lead Officer for Safeguarding Vulnerable Adults:- Dave Banks, Executive Manager, Tel 0115 9148 438  
E-mail: [dbanks@rushcliffe.gov.uk](mailto:dbanks@rushcliffe.gov.uk)

**Procedure for Reporting a Safeguarding Suspicion or Concern (Not an Immediate Serious Incident)**

