

# **Kettleshulme & Lyme Handley Parish Council**

## **Safeguarding Children, Young people and**

## **Vulnerable Adults (“Safeguarding”) Policy**

### **2024**

#### **SECTION 1**

##### **Policy Statement**

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.

The Policy will be reviewed annually.

##### **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 or voluntary capacity, for example contracted to do a piece of work.

It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

#### **SECTION 2**

##### **Promoting a safe environment**

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 activity leaders in/on parish facilities, are aware of the safeguarding expectations.
- Members of staff and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties MUST undergo appropriate Disclosure and Barring Service (“DBS”) checks BEFORE commencement of such duties. (Councillors Rachel Blood and Derek Heiron have DBS checks. They, along with Councillor Jo Butler, also have Prevent Duty & Safeguarding Training.)

- Display on Parish Council notice boards in the village & in the Village Hall the relevant safeguarding contacts for advice and help. A copy will also be made available on the Parish Council website.

### **Hiring of facilities to groups for use with children, young people or vulnerable adults**

The Parish Council will require the hirer to:

- Have a suitable safeguarding 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 whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid boxes are and how to summon help from the Emergency Services.
- Do risk assessments for individual activities.

### **SECTION 3**

#### **Safe working practice**

All users of Parish Facilities must follow the 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 Disclosure and Barring Service (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 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.
- Should staff, volunteers or hirers be using Internet within the Parish Council facilities, they should be aware of the importance of the safe use of the internet and social networking sites and guide children, young people or vulnerable adults accordingly.

### **SECTION 4**

#### **Allegations against staff and volunteers**

The Parish Council should follow the procedures for managing allegations against staff/volunteers on the Cheshire East website. No attempt should be made to investigate or take action before consultation with Cheshire East Councils Local Authority Designated Officer (LADO). See contact details below.

LADO Office 01270 685904 or email [LADO@cheshireeast.gov.uk](mailto:LADO@cheshireeast.gov.uk).

#### **Whistleblowing**

All Parish Councillors, staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team as to how to handle such allegations. The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the LADO team.

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

Staff and 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

The Parish Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously.

The Parish Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place or at least annually.



## Staying Safe

### Safeguarding Contact Details

Our local contact numbers are:	
<b>Safeguarding of children concerns</b> ( <i>Children living in Cheshire East</i> )	<b>0300 123 5012</b> <b>Cheshire East Consultation Service</b> (Mon–Thurs 8:30am–5:00pm Friday 8:30–4:30pm) <b>0300 123 5022</b> <b>Emergency Duty Team</b>
<b>Allegations against an adult working with children</b>	<b>01606 288931 / 01270 685904</b> <a href="mailto:LADO@cheshireeast.gov.uk">LADO@cheshireeast.gov.uk</a> <i>Local Authority Designated Officer (LADO)</i>
<b>Prevent referrals</b>	<a href="http://stopadultabuse.org.uk">Prevent/Channel Referral Process (stopadultabuse.org.uk)</a>
<b>Police</b> ( <i>Emergency</i> ) <b>Police</b> ( <i>Non Emergency</i> )	<b>999</b> <b>101</b>
<b>Adult safeguarding</b>	<b>0300 123 5010</b>
<b>Mental Health Helpline</b>	<b>0300 303 3972</b>
<b>Cyber Prevent Referrals</b> ( <i>concerns re online activity</i> )	<b>CyberPrevent@nwrocu.police.uk</b>