



## **ROMANBY PARISH COUNCIL SAFEGUARDING POLICY**

### **Policy Statement**

In the interests of Child protection and the welfare and protection of Vulnerable Adults, Romanby Parish Council is committed to adopting appropriate measures with the intention of 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.

### **Policy Objective(s):**

- To ensure that where possible all facilities and activities offered by the Parish Council are designed, adapted and maintained to limit risk to Children and Vulnerable Adults.
- To promote the general welfare, health and development of Children and Vulnerable Adults by being aware of Child protection and Vulnerable Adult safeguarding issues and to act at all times as a responsible local government organisation in accordance with this policy and good practice.
- To develop, use and maintain suitable and effective procedures for recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect involving Children or Vulnerable Adults.
- Whilst the Parish Council does not directly undertake any Regulated Activity for Children and Vulnerable Adults, it expects all Children and Vulnerable Adults using its facilities will do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

### **Aims**

The aim of this policy is to guide members of Romanby Parish Council in how the Council intends to act in relation to the protection of Children and Vulnerable Adults generally and how they individually should respond should they become aware of any Child protection or Adult Safeguarding issues.

### **Responsibilities & Procedures**

A Safeguarding Officer will be appointed from within the Council and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with Children or Vulnerable Adults, the Safeguarding Officer briefs participants appropriately. For example, determining the nature of the activity, highlighting any expected risks and reminding adult participants of this policy. This briefing would be kept on record.
- Ensuring that, whilst Council members are unlikely to be involved with Children or Vulnerable Adults during the performance of their duties, they still have adequate knowledge of safeguarding as well as potential risks to adults and Children and Vulnerable Adults; have completed any mandatory training as adopted by the Council and are aware of this policy as an appendix to the Code of Conduct.
- Ensuring that before any volunteers or paid members of staff are recruited to work with Children and Vulnerable Adults they are interviewed in accordance with the Romanby Parish Council Safe Recruitment policy.
- Decisions on whether any person should be DBS checked will be made by the Chairman after consultation with the Safeguarding Officer(s) following a risk assessment of the role. This decision will be determined based on the person undertaking activities which are categorised as 'Regulated Activity'. Any tainted DBS Disclosure will be considered by the Chairman and Safeguarding Officer(s).
- All Councillors are to be provided with a copy of this Safeguarding Policy as an annex to the Code of Conduct document and required to acknowledge they will abide by it.
- Councillors will adhere to the 'Required Behaviours' namely:
  - A minimum of two Adults to be present when engaging in any Council activity involving Children or Vulnerable Adults. One of the adults should be authorised under Romanby Parish Council's Safe Recruitment policy.
  - If the activity is a 'Regulated Activity' for Children and/or Vulnerable Adults one of the adults will be DBS checked and will supervise the Activity.
  - Not to play physical contact games.
  - Adults to wear clothing which is suitable and befitting the occasion or activity.
  - Ensure that all accidents are recorded in the accident book.
  - Never do anything of an intimate personal nature for a young person, for example accompanying them to the toilet or helping them dress or undress
- Keep records of any allegations a young person may make to any Councillor, employee or volunteer. Records will be held securely in the 'back office' area of the website and may only be accessed, where necessary, by the safeguarding officer. Councillors may be informed that an allegation(s) has been made but not informed of any specific details and that it is being (or has been) dealt with in accordance with this policy. In no circumstances will any information be released that would or could lead to the identification of the complainant(s) or person(s) accused.

- The Safeguarding Officer is to be monitored by and required to discuss any cases with their supervisor(s). Under normal circumstances, this supervision should be carried out by the Chair.
- If there is a incident or disclosure made indicating that there may be a Child or Vulnerable Adult safeguarding issue, it should be reported to the Safeguarding Officer without delay. The Safeguarding Officer will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board / Safeguarding Vulnerable Adults Board procedures.
- Facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation. For example, this would include that rooms in use are appropriate and comfortable, facilities such as toilets and showers are safe and working and amenities such as play equipment are safe and maintained to a high standard.
- Sharing information about any protection issue with the relevant agencies when required to do so.
- Sharing good practice with partner organisations, councillors, employees, volunteers, parents and carers – for example, sharing a thorough and rigorous policy with other parish councils in order to strengthen safeguarding in other districts.
- In the event of a contractor, working directly for the Parish Council, being deemed by the Safeguarding Officer to be working in any area where Children or Vulnerable Adults may be at risk, then that contractor will be asked to provide a copy of their Safeguarding Policy for inspection and retention. If such a policy is found to be inadequate or absent, Romanby Parish Council reserve the right to refuse access to premises or permission to work for the council.
- A similar condition applies to all clubs or teams who use Parish facilities such as football fields. Any organisation which may make contact with Children or Vulnerable Adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities. This policy should be shown upon first use of the facilities, and then annually thereafter.

## Definitions and References

The following definitions of terms apply throughout this document and relate to this policy -

Child	A person who has not attained the age of 18 years
Vulnerable Adult	Vulnerable adults are people over 18 who may be unable to take care of themselves and protect themselves from harm or exploitation because they are physically disabled, have mental health problems, learning difficulties or are frail, elderly or ill.
<a href="http://www.safeguardingchildren.co.uk/">http://www.safeguardingchildren.co.uk/</a>	North Yorkshire Child Safeguarding Board

## **Declaration**

Romanby Parish Council is fully committed to safeguarding the well-being of Children and Vulnerable Adults by protecting them from physical, sexual, financial/material, emotional harm and neglect.

All members of Romanby Parish Council must read this Safeguarding Policy, an annex of the Code of Conduct, and be recorded as having done so annually. Having read the Policy they should be proactive in providing a safe environment for Children and Vulnerable Adults who are involved in Parish Council activities or in circumstances where they become aware of a safeguarding issue.

This Policy will be reviewed annually in conjunction with the Code of Conduct for Councillors and presented at the Annual Council meeting each year for endorsement.

Adopted by Romanby Parish Council on Date: 13 September 2016

Reviewed: May 2017/2018/2019

**Next Review: May 2020**