



# DOWNTON PARISH COUNCIL

  

## SAFEGUARDING POLICY

This policy promotes good practice in safeguarding for those using Downton Parish Council facilities.

This Policy was approved and adopted by a Meeting of the Council held on 15 July 2024.

Signed: Melanie Camilleri  
(Proper Officer and Responsible Financial Officer)

Signed: Cllr Jane Brentor (Chair)

Date: 15 July 2024

# SAFEGUARDING POLICY

## **INTRODUCTION**

Downton Parish Council is fully committed to safeguarding the well-being of children, young people, and vulnerable adults by protecting them from physical, sexual, and emotional harm.

All Councillors, employees, and volunteers of the Council must take the time to thoroughly read this Policy so as to be pro-active in providing a safe environment for the young people in their care.

## **DEFINITIONS**

**Children and young people:** Anyone under the age of 18 years

### **Vulnerable Adult:**

Anyone over 18 who:

- Is unable to care for themselves
- Is unable to protect themselves from significant harm or exploitation
- May be in need of community care services

## **TO WHOM THIS POLICY APPLIES**

- This policy applies to anyone working for or on behalf of Downton Parish Council whether in a paid, voluntary, or commissioned capacity, for example contracted to do a piece of work.
- It also applies to any individual using Downton Parish Council facilities for the purpose of delivering any service to children, young people, or vulnerable adults.

## **PROMOTING A SAFE ENVIRONMENT**

In order to promote a safe environment for children, young people, and vulnerable adults, the Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors, and leaders of activities in / on parish facilities, are aware of the safeguarding expectations.
- Ensure that the policy for users of parish facilities includes a requirement that they are safe to work with children, young people, and vulnerable adults. (e.g., any adults who have regular unsupervised contact with children, young people, or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.)
- Ensure that attendees at functions are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Display on notice boards the relevant safeguarding contacts for advice and help.

## **USE OF FACILITIES BY CLUBS AND ORGANISATIONS WITH CHILDREN, YOUNG PEOPLE, OR VULNERABLE ADULTS**

Downton Parish Council require the leaders of these Clubs and Organisations to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people, and vulnerable adult policy and/or agree to work to the Council's Safeguarding Policy and relevant guidance.

- Ensure leaders make their members aware of the Council's Safeguarding 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 box is.
- Carry out risk assessments for individual activities.

### **SAFE WORKING PRACTICE**

All users of the Council's facilities must follow the Council's Safeguarding 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 parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures. Ensure that where a child, young person, or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

### **EXPECTATIONS OF BEHAVIOUR**

All users of the Council's facilities should:

- Ensure that communications, behaviour, and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism, and bullying and in addition to report any instances of such behaviour to group leaders, Councillors, the Clerk, or parents and carers, as appropriate.

### **ALLEGATIONS AGAINST STAFF, COUNCILLORS AND VOLUNTEERS**

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of Downton Parish Council.
- Downton Parish Council should follow the Wiltshire Safeguarding Children's Board procedures for managing allegations against staff/volunteers on the WiltshireSCB website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

## **WHISTLEBLOWING**

All 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.

## **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, young person, or vulnerable adult. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers coming in to contact with children, young people, or vulnerable adults need to have an awareness of safeguarding. Free introductory online training or more specific face to face safeguarding training can be booked at: [www.wiltshirescb.org.uk](http://www.wiltshirescb.org.uk)

All agencies working with children, young people, or vulnerable adults are recommended to follow the multi-agency procedures at: [www.wiltshirescb.org.uk](http://www.wiltshirescb.org.uk)

## **USEFUL SAFEGUARDING CONTACT DETAILS**

CONTACT	EMAIL	TELEPHONE
<b>Multi-Agency Safeguarding Hub (MASH)</b> To report a concern of abuse or neglect call the MASH team.	<a href="mailto:mash@wiltshire.gov.uk">mash@wiltshire.gov.uk</a>	<b>Integrated Front Door (IFD)</b> <a href="tel:03004560108">0300 4560 108</a> <i>Mon-Thus - 8:45am to 5pm</i> <i>Fri - 8:45am - 4pm</i>  <b>Out of Hours</b> <a href="tel:03004560100">0300 456 0100</a>
<b>Designated Officer for Allegations (DOFA)</b> To report an allegation against a person in a position of trust.	<a href="mailto:dofaservice@wiltshire.gov.uk">dofaservice@wiltshire.gov.uk</a>	0300 456 0108
<b>Downton Parish Council Clerk</b> To report NON-URGENT concerns about a Councillor's conduct.	<a href="mailto:clerk@downtonparishcouncil.gov.uk">clerk@downtonparishcouncil.gov.uk</a>	N/A

## **WILTSHIRE SAFEGUARDING CHILDREN BOARD (WSCB)**

For general safeguarding issues and training please contact the WSCB team.

CONTACT	EMAIL	TELEPHONE
<b>Wiltshire Safeguarding Children Board</b>	<a href="mailto:LSCB@wiltshire.gov.uk">LSCB@wiltshire.gov.uk</a>	<a href="tel:01225718093">01225 718 093</a>