



## Safeguarding Policy

### Version Control

| Version  | Date           | Reviewed by     |
|----------|----------------|-----------------|
| Draft    | September 2022 | R Holland       |
| Approved | 13/10/2022     | Council Meeting |
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### 1. Introduction

Disley Parish Council is committed to protecting children and vulnerable adults from harm. Staff and Members will accept and recognise their responsibilities to develop awareness of the issues which may cause harm to children or vulnerable adults. It is acknowledged as a sensitive and difficult issue but one which must be addressed.

The Council's Safeguarding Policy and guidelines are there to protect staff and Members as well as children and vulnerable adults.

Child/vulnerable adult abuse can and does occur outside the family setting and it is important to understand what to look for and how to react

### 2. Protection Policy Statement

Disley Parish Council endeavours to safeguard children and vulnerable adults by:

- Stating that the welfare of children/vulnerable adults is paramount.
- Adopting child protection/vulnerable adult guidelines.
- Sharing information about child protection and good practice with children/vulnerable adults, and parents/guardians.
- Sharing information about concerns with agencies that need to know and involving parents/guardians and children/vulnerable adults where appropriate.
- Investigating and responding to all suspicions and allegations of abuse.
- Following best practice procedures for the recruitment and selection of staff, volunteers and contractors.
- Providing effective management for staff throughout supervision, support and training.
- Provide suitable training for relevant staff.

### **3. Operating Procedures**

- All staff must be DBS (Disclosure and Barring Service) checked.
- The Disclosure and Barring Service states regulated activity as work that a barred person must not do and is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the Protection of Freedoms Act 2012 (PoFA).
- On initial appointment all new employees must submit two references by reputable individuals (who cannot be family members), which the Parish Clerk will validate.
- If the Council becomes aware, or is informed of information from a reputable source (e.g. Police, NSPCC, Social Services etc.), that an individual is not suitable to be involved with a Council project, it has the right to stop the individual from having any further involvement in Council projects or services.
- A copy of the Safeguarding Policy will be available for inspection by parents, carers, etc.
- The Parish Clerk is appointed as the responsible officer for implementing the Council's Safeguarding Policy.
- The Parish Clerk will report all incidents to the Council's insurers, where the project or service is covered by the Council's insurance policy.

### **4. Good Practice**

- The Council's activities and services do not generally require the direct supervision of children/vulnerable adults.
- Promoting good practice can reduce the possibility of potentially abusive situations and help to protect staff, councillors and volunteers.
- The following are specific examples of care which should be taken when working within a Council context:
  - Always be publicly open when working with children/vulnerable adults. Avoid situations where a single member of staff and an individual child/vulnerable adult are working unobserved.
  - If any form of physical, manual support is required, there should always be a second member of staff present or another responsible adult. Some parents/guardians are becoming increasingly sensitive about physical, manual support and their views should always be carefully considered.
  - Council staff should not get directly involved in supervising children/vulnerable adults except in an emergency. This should otherwise be left to parents, guardians or siblings or to the leaders of organisations.
  - As a general rule, staff/councillors should not spend excessive amounts of time alone with children/vulnerable adults as part of council activities.
- Staff/councillors should never:
  - Engage in rough, physical or sexually provocative games, including horseplay.
  - Allow or engage in any form of inappropriate touching.

- Allow children/vulnerable adults to use inappropriate language.
  - Make sexually suggestive comments to a child/vulnerable adult.
  - Allow allegations made by a child/vulnerable adult go unchallenged, unrecorded or not acted upon.
  - Provide help of a personal nature for children/vulnerable adults they can do for themselves.
- It may, in an emergency, be necessary for staff to do tasks of a personal nature for children/vulnerable adults, particularly if they are young or have impairments. These tasks should only be carried out with the consent of a parent or formal guardian of the children/vulnerable adult involved.
  - If staff accidentally hurt a child/vulnerable adult; he/she seems distressed in any manner; appears to be sexually aroused by your actions; or misunderstands or misinterprets something you have done, report any such incident as soon as possible to the Parish Clerk or another colleague and make a written record of it. Parents/guardians or carers should be informed of the incident.

## **5. Procedures for disclosure**

- The law says you must tell the DBS if you think an employee has harmed or may harm a child or vulnerable adult. Barring referrals can be made online or by post.
- The Parish Clerk will report all incidents and contact the Police where necessary.