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## Document Control

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## CHILD PROTECTION AND SAFEGUARDING POLICY

Addingham Parish Council is committed to 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. Safeguarding children and vulnerable adults is **everyone's** responsibility.

In this policy a child is defined as a person under the age of 18 (The Children Act 1989)

### Aims

The aim of this policy document is to guide members of Addingham Parish Council, and any volunteers working with the Council, should any child protection issue or any issues with vulnerable adults rise during their work.

### Policy Objective:

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to reduce the risk to children and vulnerable adults.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a Parish Council.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.
- To develop procedures in recording and responding to concerns noted by councillors or volunteers at Parish Council run events.

## **Responsibilities and Procedures**

The Councillors and Clerk will be responsible in:

- Ensuring that before any Parish Council organised event with children or vulnerable persons, the Designated Safeguarding Lead briefs participants appropriately.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that before any paid members of staff are recruited to work with children and vulnerable persons they are interviewed and two references taken up.
- Decisions on whether any person should be DBS checked will be made by the Council or the Chairman after consultation with the Clerk following a risk assessment.
- All Councillors are to be provided with a copy of the Safeguarding Policy electronically to their Councillor email address.

Councillors will adhere to the 'List of Recommended Behaviour' namely:

- A minimum of two adults present when supervising children
  - Not to play physical contact games
  - Adults to wear appropriate clothing at all times
  - Ensure that accidents are recorded in an accident book
  - Never do anything of a personal nature for a young person.
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- Keep records of any incidents or allegations a person may make to any committee member or volunteer.
  - Refer cases of suspected abuse or allegations to the Designated Safeguarding Lead who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures.
  - Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
  - In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

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.

### **Photography**

Any photographs taken, should be taken in public where young people are involved. The child or young person should be happy with having their picture taken. The names of children or young people should not be used in photographs or video footage, unless with the express permission of the child or young person's parent. Prior to taking photographs, permission must be obtained from the adult who is responsible for the young person/child.

There may be occasions when photographs of groups of children are taken at public events, e.g., at the opening of a playground. Permission to use such images in the press, in village magazines, or on the website would not normally be expressly sought; this is common practice.

### **Insurance**

The Parish Council must ensure that adequate insurance is in place to cover its activities.

### **Making Grants to other organisations**

The Parish Council must ensure due diligence is carried out to ensure that any grant recipient is suitable and, where appropriate, has safeguarding policies in place.

### **Protecting Councillors, Volunteers and staff from allegations**

Councillors, Volunteers and staff should work in pairs or groups in order to protect themselves against allegations.

### **Declaration**

Addingham Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm, neglect including cyber bullying, sexting and peer on peer abuse.

All members of Addingham Parish Council should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

This policy will be made available on the Parish Council website and shared with volunteers on an ad-hoc basis.