



Kessingland Parish Council

Children, Young People and Vulnerable Adults Protection Policy

Safeguarding Children, Young People and Vulnerable Adults

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults.

This policy outlines practice that will promote the safety of children, young people and vulnerable adults using Kessingland Parish Council facilities. The policy will be reviewed by the Responsible Person and the Parish Clerk every 3 years.

Definitions

Children and young people:

Anyone under the age of 18 years or over

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

Responsible Person.

Chairman of the Parish Council or Councillor nominated by the Chairman.

Employees and Councillors.

Anyone working for, or on behalf of Kessingland Parish Council, whether paid or voluntary.

Substantial Access.

- Where an individual is regularly caring for, training or supervising a child, young person or vulnerable adult
- Where an individual has sole charge of children, young people or vulnerable adults

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Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, Kessingland Parish Council wishes to promote a safeguarding culture in its premises and activity areas (parish facilities). In order to achieve this Kessingland Parish Council will:

- Provide safe facilities and undertake regular safety assessments
- Publish a written Code of Conduct for users of parish facilities. Copies of the code will be displayed in parish buildings and on the village website.
- Publish a Context of Safe Working for those with substantial access to children, young persons or vulnerable persons on parish premises.
- Ensure that employees, councillors and group leaders of activities in parish facilities, are aware of the safeguarding culture.
- Require employees and councillors who come into regular unsupervised contact with children, young persons or vulnerable adults during the course of their duties, to undergo appropriate Home Office Disclosure & Barring Service (DBS) checks. These checks to be repeated every 3 years or earlier if considered necessary by KPC. The Clerk will keep a record of employees and councillors who have undergone DBS checking. Portability of DBS checks will be acceptable where there is no prohibitive evidence. They will be included in the 3 year rolling programme of review.
- Maintain channels of communication with leaders of groups involving children, young people and vulnerable adults through the Parish Council's representatives on the youth club (known as the Village Hangout), School Governors and Community Centre Management Committee. (KSSC)
- Make available on public notice boards and to employees and councillors, the contact details of the Social Services Duty Officer (tel 0808 800 4005) , NSPCC and Childline.

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Employees and councillors have a duty to protect children, young people and vulnerable adults, but are not responsible for deciding whether abuse is taking place. If they have concerns these should be passed on to the Social Services Duty Officer.

Hiring of facilities to groups for use with children, young people or vulnerable adults when group leaders have a regular and substantial access and parent/carers are not present

Kessingland Parish Council will require the hirer to:

- Have membership of a National Governing Body or similarly recognised body
- Have public liability insurance (£ 6,000,000 minimum)
- Have a suitable safeguarding children, young people and vulnerable adults policy or agree to work to Kessingland Parish Council's policy and context for safe working
- Have a register giving the name of the group members' GP for use in emergencies and any details of allergies or medical condition which parents or carers feel group leaders need to know about
- Ensure group leaders have valid DBS checks
- Comply with the NGB Coach/Pupil ratios
- Ensure group leaders are aware of the whereabouts of the first aid box
- Ensure that group leaders make their members aware of the KPC Code of Conduct and ensure that it is followed whilst using parish facilities.

Hiring of facilities for children's parties

Hirers must satisfy the lettings clerk that:

- Adequate adult supervision is to be provided
- They are aware of the Code of Conduct for parish facilities and are prepared to comply with it.

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Setting the Right Context for Safe Working

Where Kessingland Parish Council facilities are hired to external groups for use with children, young people or vulnerable adults when the group leader has substantial access and parents/carers are not present, the group leader will need to have a suitable safeguarding policy or work to that of Kessingland Parish Council and follow this context for safe working. This is designed to protect participants and to protect those running or assisting with groups from allegations of poor practice or abuse.

Safe Context

Implement the safeguarding children, young people and vulnerable adults policy and procedures at all times.

Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a DBS check

Do not allow allegations to go unchallenged, unrecorded and unreported.

Forms for recording and reporting allegations are available from the Clerk of KPC.

Good Preparation.

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 your 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 photos or videos are not taken without written permission from parents/carers

Ensure you 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 you can be seen

Ensure appropriate clothing is worn by yourself and those participating at all times

When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

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Code of Conduct for users of Parish Council facilities.

In order to support a safeguarding culture for all users of parish facilities, we have developed a code of conduct. This will help to ensure a safe and friendly atmosphere for all activities and events. In this spirit, we request all users to:

- Treat each other with respect
- Show consideration for other groups using the facilities
- Treat the facilities provided with due and respect
- Provide an example of good conduct that you wish others to follow
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers as appropriate.
- Encourage an open atmosphere with user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of activities