

Lowca Parish Council Safeguarding Policy

Policy Statement

In the interests of child protection and the welfare and protection of adults at risk, Lowca Parish Council is committed to ensuring that children and adults at risk are protected and kept safe and free from harm and abuse whilst engaged in any activity associated with the Parish Council.

Policy Objective:

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to children and adults at risk.
- 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 local government organisation.
- As the Parish Council does not directly provide care of supervision services to children and adults at risk, it expects all children and adults at risk using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Aims

The aim of this Safeguarding Policy is:

- To guide Council members, staff and volunteers whilst they carry out work, duties or activities on behalf of Lowca Parish Council should any Safeguarding or Child Protection concerns arise.
- To keep children and adults at risk safe and free from abuse and neglect when using Council owned facilities, or taking part in Council run activities or activities run by a third party within Council owned facilities.

What is Safeguarding?

Safeguarding is the action taken to keep children and adults at risk safe, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect.

What is Abuse?

Abuse is any action that violates a person's human or civil rights. It can take many forms and involve a number of factors. It can occur anywhere and the abuser could be a stranger, a carer, a family member or someone else in a position of trust.

Types of Abuse

- Physical abuse
- Domestic violence or abuse
- Sexual Abuse
- Psychological or emotional Abuse
- Financial or material abuse
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect
- Modern slavery

Safeguarding Training

Any Council members, staff or volunteers who engage with children or adults at risk will have accessed appropriate training, to ensure that everyone knows how to spot abuse and report concerns.

Free E-Learning is available for Parish Councils here:

Safeguarding Children- [eLearning Safeguarding Training : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](http://cumbriasafeguardingchildren.co.uk)

Safeguarding Adults- [Learning Zone \(cumbriasab.org.uk\)](http://cumbriasab.org.uk)

Designated Safeguarding Lead (DSL)

The Safeguarding Lead for Lowca Parish Council is:

Name: Kate Grove, Parish Clerk/RFO Lowca Parish Council

Phone: 07500530442

Email: lowcaparishclerk@gmail.com

Responsibilities & Procedures

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

- Ensuring that before any Parish Council organised event with children or adults at risk, the Safeguarding Officer briefs participants appropriately.
- Ensuring that Council members, staff and volunteers are aware of the risk they may face in certain circumstances whilst carrying out their duties or any council activities.
- Ensuring that before any volunteers, or staff are 'recruited' to work or interact with children and adults at risk they are interviewed to see if they have the relevant skills and experience, and two references are taken up and are not.
- That the Council follow DBS eligibility guidance: [DBS eligibility guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) when deciding whether Councillors, Staff or volunteers should undergo a Disclosure and Barring Service (DBS) check for any of the activities with Children and Adults at Risk they are involved with on behalf of the Council.
- Ensuring that all new Councillors, Staff and Volunteers are provided with a copy of the Safeguarding Policy and informed of the DSL and their contact details.
- Ensuring that all new Councillors, Staff and Volunteers are notified that they are required to acknowledge and abide by the Safeguarding Policy and Safeguarding procedure.
- Ensuring that any contractors who are working for the Council in areas where children or adults at risk may be present, provide the Council with their Company Safeguarding Policy.
- Ensuring that any organisation which may have contact with children or adults at risk are required to show proof of its own Safeguarding Policy before being allowed to use of any council owned facilities.
- Notifying Councillors that they must 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.

What to do if a child makes a disclosure of abuse or harm

If a child is at risk of immediate harm, you should call the police on 999.

When the child makes the disclosure, you should not confront the alleged abuser, but should:

- listen carefully to the child so they know that you're taking the disclosure seriously
- take notes on what the child says as soon as possible after the disclosure
- reassure them they have done the right thing in telling you
- explain what you'll do next (if age appropriate)
- **report the abuse without delay to the Lowca Parish Council DSL.**

It is important not to investigate the disclosure yourself as this may jeopardise a police or social care investigation and possibly the prosecution of the offender.

The DSL should take advice from children's social care and the police and cooperate with their investigations.

The DSL should record any safeguarding incidents and store the information securely.

Only the DSL, (Clerk), should have access to the records.

The Council should:

- Only keep records for as long as necessary.
- Not give any information to other parties without the child's consent (or parental consent if the child is under 13) except for the legitimate sharing of safeguarding information

Responding to a Safeguarding Concern

Where there is an immediate risk of serious harm 999 should be called, thereafter the DSL should be contacted as soon as reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has the concern should report the concern to the DSL **without delay**.

THE DSL will report concerns to the Relevant Authorities (see below).

If there are concerns about the conduct of an adult connected to the parish council (e.g. staff member, councillor, volunteer) which poses, or may pose a safeguarding risk, such as:

- Harm – either physical or emotional
- Exposure to behaviour which may cause physical or emotional harm
- Engaging in criminal activity

This must be reported to the DSL **without delay**, to enable the next appropriate steps to be taken.

Reporting any concerns

To report a crime, telephone the police:

In an emergency telephone 999

If the person is not in immediate danger telephone 101

Relevant Authorities

Concerns about a Child or Young Person:

If you suspect that a child or young person is being, or is at risk of being significantly harmed as a result of abuse or neglect, you must report this immediately by calling the Cumberland Safeguarding Hub on **0333 240 1727**.

What to do if you have concerns about a child out of hours

Please note - The EDT telephone number is different to the number to ring the Cumberland Safeguarding Hub that you ring during the day. The EDT team is hosted by the Westmorland and Furness Council, therefore if you require a response outside of working hours (Weekends, Bank Holidays and between 5pm (4:30pm on Fridays) and 8:00am during the week) please contact the Emergency Duty Team (EDT) on **0300 373 2724**.

Concerns about an Adult

If you have concerns about an adult in Allerdale, Carlisle or Copeland contact **Cumberland Council on 0300 373 3732**.

if you have concerns about an adult in Barrow, Eden or South Lakeland contact **Westmorland and Furness Council on 0300 373 3301**.

Out of hours tel: 01228 526690

Declaration

Lowca Parish Council is fully committed to safeguarding the well-being of children and adults at risk by protecting them from physical, sexual, emotional harm and neglect.

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

This Policy will be reviewed annually.

Date adopted:

Date for review: