

Mendlesham Parish Council

Child and Adult Safeguarding Policy

Introduction

So as to comply with legal requirements Mendlesham Parish Council has compiled a Safeguarding Policy. This policy will enable Mendlesham Parish Council to demonstrate its commitment to keeping adults who may be at risk and children and young people when they are using facilities provided by Mendlesham Parish Council, safe from abuse and neglect. This also includes Mendlesham Community Centre, and both playingfields at Mendlesham and Mendlesham Green. The use of facilities or events could be provided either directly by Mendlesham Parish Council or as a trustee of Mendlesham Community Centre Charity or Mendlesham Memorial Playingfields Charity.

Policy Statement

The policy is in place in order for councillors to work to prevent abuse and know what to do should a concern arise. They will enable Mendlesham Parish Council to:

- Promote good practice and work in a way that can prevent harm and abuse occurring.
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported.

Designated Safeguarding Lead (DSL)

The person nominated as lead is Sharon Jones, Parish Clerk (current Level 4 Safeguarding qualification held). Alternative: DSL Cllr Helen Orton

Definitions:-

- This includes children (“Anyone who has not yet reached their 18th birthday”. Children Act 1989) either accompanied by parents/ carers/ adults or unaccompanied.
- And adults at risk (Any individual over the age of 18 who “Has needs for care and support, is unable to protect themselves from either the risk of or the experience of abuse or neglect”. Community Care Act 2014.)

Related Policies

The Safeguarding Policy will need to be read in conjunction with the following Parish Council policies: Equality and Diversity, Data Protection, Complaints Policy and any others deemed appropriate.

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Responsibilities of the Parish Council

- To accept the moral and legal responsibility to implement procedures
- To provide a Duty of Care for children, young people and adults at risk of abuse. This includes safeguarding their wellbeing and protecting them from abuse.
- To raise awareness of safeguarding to ensure that everyone can play their part in preventing and identifying and responding to abuse and neglect.
- To ensure that all Councillors, volunteers and any paid members of staff are familiar with the policy and any associated procedure and to provide training as required.
- To work within the framework of both the Local Safeguarding Board (LSCB) and the Suffolk Safeguarding Adults Board (SSAB) including their confidentiality policies. Permission from parents/carers will be sought before sharing information about the child and consent to share will be sought from adults at risk before sharing with another agency. If the child/adult is at risk of significant harm and/or is in danger, this will override any need for consent. This is also the case if a crime has been committed. Councillors, volunteers and paid members of staff need to consider if the child is at risk from their parent/carer and therefore gaining consent should not be sought and remember that adults may be at risk from their carers.
- To make a safeguarding referral to Customer First as appropriate or to contact the Police if the child/ adult is at risk of immediate harm.
- To ensure that all new Councillors are provided with a copy of the safeguarding policy.
- To ensure all contractors/partners working directly with the Parish Council meets the safeguarding standards as expected by the Parish Council (A copy of the safeguarding policy must be given to any contractor/partner).
- To require all Councillors/volunteers/employees and anyone paid to adopt and abide by this safeguarding policy and to understand their responsibilities therein.
- To monitor and evaluate the policy annually or in the light of any changes to Government legislation and guidance.
- To ensure there is a designated lead person for safeguarding in the Parish Council.
- To ensure that the designated safeguarding lead undertakes LSCB/SAB endorsed safeguarding children and safeguarding adults training for this role and that they attend refresher training every three years.
- To ensure as far as is reasonably practicable that children/vulnerable adults are safe and secure in any facility or environment it provides or facilitates.
- DBS checks will be required if any Councillor, volunteer or employee is required to teach, train, instruct, care for or supervise children or vulnerable adults in the course of the specific requirements of the Parish Council. Councillors must provide the DSL with information prior to the event taking place to ensure that the Safeguarding Policy is adhered to.

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- If a disclosure or incident relating to a Safeguarding concern occurs Councillors, volunteers or employees should complete the 'Recording a Disclosure or Incident Form' (Appendix 1) and any notes taken at the time are immediately given to the Designated Safeguarding Officer. These records will be kept securely by the Designated Safeguarding Lead so that they can be made available to the Multi-Agency Safeguarding Hub.

Responding to Abuse or an Allegation

If a child/vulnerable adult makes an allegation or disclosure of abuse, it is important that you:

- Stay calm and listen carefully
- Do not show shock or disbelief
- Accept what is being said;
- Allow the child/adult at risk to talk freely – do not interrupt or suggest words.
- Ask questions to ensure you gather the full facts. Do not investigate or ask leading or probing questions.
- Reassure the child/vulnerable adult, but do not make promises which it might not be possible to keep.
- Do not promise confidentiality.
- Emphasise that it was the right thing to tell someone.
- Reassure them that what has happened is not their fault.
- Do not criticise the perpetrator.
- Explain what has to be done next and who has to be told.
- Make a written record using the adult at risk or child's own words (see Recording Form in Appendix1). This should be signed and include the time, date and your position.
- Dial 999 if the person is in immediate danger.
- It is not your role to express an opinion as it is factual information that is needed at this stage.
- Pass the information to the DSL without delay.
- Consider seeking support for yourself and discuss this with the DSL as dealing with a disclosure can be distressing.

Data Protection Policy

Mendlesham Parish Council has a Data Protection Policy. However, the duty of care that the Parish Council has to children and adults at risk overrides the DPP when there is a safeguarding concern or disclosure. Consent will be sought for sharing information. In the case of a child, consent from parents/carers to share must be sought unless this is deemed to put the child at either imminent or further risk or danger.

Types of Abuse

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect. It is important to note that self-neglect is part of neglect.

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Allegations Made Against a Councillor/Volunteer/Paid Member of Staff

This should be reported to the Designated Safeguarding Lead. If appropriate, the designated safeguarding lead will consult with/make a referral to the LADO (Local Authority Designated Officer) or directly to Customer First. The procedures for LADO referrals can be found on the LSCB/SAB websites.

Making a Referral

If a child or adult at risk is in immediate danger, please dial 999.

Always consult with your Designated Safeguarding Lead or Deputy Lead if they aren't available.

For Concerns about a Child

Complete a Multi-Agency Referral Form (MARF) online: <http://www.suffolkscb.org.uk/working-with-children/how-to-make-a-referral/> or telephone Customer First on 0808 800 4005.

For Concerns about an Adult

Click on the 'Make a Referral' button on the Suffolk Safeguarding Adults Board website <https://www.suffolkas.org/> or telephone Customer First on 0808 800 4005.

For advice regarding a referral, professionals can contact the MASH Professional Consultation Line on 0345 606 1499.

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Recording a Disclosure or Incident (Appendix 1)

Name of child/young person/ adult at risk.	Date of birth
Have you gained consent to share the information? If the disclosure has come from a child, did you get consent from the parent/carer? (Please give details if it was not appropriate to gain consent from the parent/carer or from the adult i.e. it places them in danger danger)	
Address	
Date and time of incident.	Date and time of writing report.
Name of person writing report (print)	Signature and position
Record what the person says to you. Include: nature of concern/disclosure, body language, demeanor, appearance, injury, any witnesses etc. <i>(please include as much detail in this section as possible. Attach additional sheets if necessary)</i>	

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Have you told the child/adult at risk what will happen next?	Yes/No
Are you satisfied that you left the child/adult at risk with a safe person? Include their name and relationship to the child/adult at risk. Give details of the arrangements to ensure the child/adult is safe and supported.	Yes/ No
Any other relevant Information. Do not record your opinions.	
Date sent to the DSL	

Check to make sure your report is clear to someone else reading it.
Please pass this form to your DSL by hand without delay