

# Chelmondiston Parish Council

## Safeguarding Policy

### 1. Introduction

1.1 Chelmondiston Parish Council has a duty of care to keep children, young people and adults safe, in line with legislation including, but not restricted to:

- The Children Act (1989)
- Working Together to safeguard children (July 2018, updated December 2020)
- Prevent Duty Guidance For England and Wales (March 2015)
- The Care Act (2014)

1.2 For the purposes of this policy, children are defined as ‘anyone who has not yet reached their 18th birthday’.

1.3 Adults at risk refers to people aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support. It should be noted, however, that anyone can, given certain circumstances, be at risk of abuse.

1.4 This policy should be read in conjunction with other relevant Parish Council policies, including Equality and Diversity, Data Protection, Complaints Policy and any others deemed appropriate

1.5 It is the responsibility of the Chelmondiston Parish Council to accept the moral and legal responsibility for safeguarding, and ensure all councillors, volunteers, contractors and paid members of staff are familiar with this policy and associated procedures.

### 2. Policy Aim

2.1 To ensure Chelmondiston parish Council meets its duty to safeguard and promote the welfare of children, young people and adults who may be at risk. The Council acts in the best interests of residents, visitors and others within the Chelmondiston community.

2.2 To ensure Councillors are aware of the types of abuse, how to identify signs/risk factors, and when/how to report concerns, so that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported.

2.3 To work with other agencies within the framework of both the Local Safeguarding Board (LSCB) and the Suffolk Safeguarding Adults Board (SSAB). To act within its confidentiality policy and *usually* gain permission from adults before sharing information about them with another agency.

2.4 To promote good practice in order to prevent harm and abuse, by raising awareness of safeguarding. This includes on-line safety.

### **3. Policy Statement**

3.1 Chelmondiston Parish Council fully recognises the contribution it can make to protect children and adults via three main elements:

- Prevention (awareness, culture)
- Protection (following procedures/processes, ensuring relevant personal are trained and supported to respond appropriately and sensitively to concerns)
- Support (including emergency or early help to those who may have been abused).

### **4. Responsibilities**

4.1 To ensure that all new Councillors are provided with a copy of the safeguarding policy and that the policy is available to the public via the website.

4.2 To require all Councillors/volunteers and anyone paid to adopt and abide by this safeguarding policy and to understand their responsibilities therein.

4.3 To ensure all contractors/partners working directly with the Parish Council meet the safeguarding standards as expected by the Parish Council (a copy of the safeguarding policy must be given to any contractor/partner).

4.4 To monitor and evaluate the policy annually or in the light of any changes to Government legislation and guidance.

4.5 To ensure there is a designated lead (DSL) 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. The designated safeguarding lead for Chelmondiston Parish Council is Cllr. Rosemary Gravell.

4.6 To ensure as far as is reasonably practicable that everyone is safe and secure in any facility or environment it provides or facilitates.

4.7 DBS checks will be required if any Councillor, volunteer or paid member of staff is required to teach, train, instruct, care for or supervise children or provides advice, guidance to children and/or is carrying out health care, personal care, assisting with cash, bills or shopping or with affairs or transportation for any adult. Good practice in relation to recruitment will consider safeguarding issues.

### **5. Responding to abuse allegations or concerns**

5.1 If a disclosure is made your initial response should be:

- To listen and reassure, without judgement, and take the matter seriously.
- Ask some open questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Never promise that you will keep the disclosure secret, even if this is requested.
- Inform the individual what will happen in order to keep them safe.
- Do not share the disclosure with family/friends at this stage.

- When recording an allegation, use the person's own words where possible, and make the record of this/anything witnessed as soon as possible after the disclosure. Records, such as notes or records of conversations concerning that referral, must be dated and signed, and stored in a secure place with access limited to designated people.

#### *Types of Abuse -*

- [Physical abuse](#)
- [Domestic violence or abuse](#)
- [Sexual abuse](#)
- [Psychological or emotional abuse](#)
- [Financial or material abuse](#)
- [Modern slavery](#)
- [Discriminatory abuse](#)
- [Organisational or institutional abuse](#)
- [Neglect or acts of omission](#)
- [Self-neglect](#)

## **6. Referral**

6.1 Following the initial response, appropriate actions are necessary to ensure that the individual is safe. Actions will depend on whether there is deemed to be an immediate (emergency) risk, or not.

6.2 Safeguarding of a child or an adult who is at risk or if a crime has been committed will override any need for consent.

6.3 If a councillor or other relevant party suspects that someone is being abused or if a disclosure of abuse is made, or if there is a concern that someone is being drawn into terrorism, and that they are in immediate danger, the issue should be reported immediately to the DSL or, if not available, the Chair. They should make prompt contact with Social Services (full local procedures are available on Suffolk Safeguarding Partnership's website <http://suffolksp.org.uk>).

Individuals can report the matter directly to Social Services or, in an emergency, to the police by calling 999.

If there are concerns about a child or a young person, you will need to complete and submit a Multi-Agency Referral Form (MARF) using the secure Suffolk Children and Young People's Portal: Access the Secure Suffolk Children and Young People's Portal. [Reporting a child at risk of harm, abuse or neglect \(safeguarding\) - Suffolk County Council](#)

For Concerns about an Adult a safeguarding referral can be made via the Suffolk County Council Adult Care Portal. [Report abuse of an adult \(safeguarding\) - Suffolk County Council](#)

In either case, the first time you complete a form you will be asked to create a new portal account. To make sure the information you send is secure, you will need to log into this account every time you access the portal. There are user guides and video guidance available if you need help using the portal. It is possible to refer without setting up an account.

6.4 If there is a concern but no immediate risk, the DSL will consider the best course of action, in discussion with social services advisors as necessary. If there is no immediate risk, contact with Customer First may be appropriate to discuss the concern.

6.5 If allegations are made against a Councillor/Volunteer/Paid Member of Staff, this should be reported to the designated safeguarding lead. If the allegation relates to the DSL a report should be made to the Chair. If related to children and as appropriate, the DSL will consult with/make a referral to the Social Services Local Authority Designated Officer. The procedures can be found on the website: [http://www.suffolkscb.org.uk/working-with-children/local-authority-designated-officers/lado/ Making a Referral](http://www.suffolkscb.org.uk/working-with-children/local-authority-designated-officers/lado/Making%20a%20Referral).

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