



## Hucclecote Parish Council Safeguarding Policy and Procedures

This document has been developed with support from Dave Jones of CCP, who is the Voluntary Sector Representative on the Gloucestershire Safeguarding Children's Board (GSCB).

Section heading	Section content
<b>1. Introduction</b>	<p>Hucclecote Parish Council makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>The Council comes into contact with children and / or vulnerable adults through the following activities: Dance classes, music groups, pre school groups, youth organisations, and hirers who hire the hall for social activities.</p> <p>The types of contact with children and / or vulnerable adults will be regulated and /or controlled.</p> <p>This policy seeks to ensure that Council undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>
<b>2. Confirmation of reading</b>	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Hucclecote Parish Council</p> <p>Please complete the details below and return this completed form to Ms. S Moore Clerk to the Council</p> <p>Employee Name :</p> <p>Employee Signature:</p> <p>Date:</p>
<b>3. Legislation</b>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"><li>• Working together to safeguard Children 2010</li><li>• The Children Act 1989</li><li>• The Adoption and Children Act 2002</li><li>• The Children act 2004</li><li>• Safeguarding Vulnerable Groups Act 2006</li><li>• Care Standards Act 2000</li><li>• Public Interest Disclosure Act 1998</li><li>• The Police Act – CRB 1997</li><li>• Mental Health Act 1983</li></ul>

	<ul style="list-style-type: none"> <li>• NHS and Community Care Act 1990</li> <li>• Rehabilitation of Offenders Act 1974</li> </ul>
<b>4. Definitions</b>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Sexual abuse</li> <li>• Emotional abuse</li> <li>• Bullying</li> <li>• Neglect</li> <li>• Financial (or material) abuse</li> </ul> <p><b><i>Definition of a child</i></b></p> <p>A child is under the age of 18 (as defined in the United Nations Convention on the Rights of a Child).</p> <p><b><i>Definition of Vulnerable Adults</i></b></p> <p>A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This <b>may</b> include a person who:</p> <ul style="list-style-type: none"> <li>• Is elderly and frail</li> <li>• Has a mental illness including dementia</li> <li>• Has a physical or sensory disability</li> <li>• Has a learning disability</li> <li>• Has a severe physical illness</li> <li>• Is a substance misuser</li> <li>• Is homeless</li> </ul>
<b>5. Responsibilities</b>	<p>All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p><b><i>Additional specific responsibilities</i></b></p> <p>Trustees (Hucclecote Parish Councillors) have responsibility to ensure:</p>

	<p>The policy is in place and appropriate.</p> <p>The Senior Management Team (SMT) is the Hucclecote Parish Council Chair and Vice Chair, and they have responsibility to ensure:</p> <ul style="list-style-type: none"> <li>• The policy is accessible</li> <li>• The policy is implemented</li> <li>• The policy is monitored and reviewed</li> <li>• Liaison with and monitoring the Designated Senior Manager's (DSM) work</li> <li>• Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented</li> <li>• Promoting the welfare of children and vulnerable adults</li> <li>• Ensuring staff (paid and unpaid) have access to appropriate training/information</li> <li>• Receiving staff concerns about safeguarding and respond to all seriously, swiftly and appropriately</li> <li>• Keeping up to date with local arrangements for safeguarding and DBS</li> <li>• Developing and maintaining effective links with relevant agencies through Gloucestershire Safeguarding Children Board.</li> <li>• Taking forward concerns about responses</li> </ul> <p>The Designated Senior Manager /lead officer is the Designated Councillor for Safeguarding - currently Councillor Mrs Brenda Bentley.</p> <p>This person's responsibilities are:</p> <ul style="list-style-type: none"> <li>• To ensure all staff read and understand the safeguarding policy and provide guidance as required.</li> <li>• Support the council in implementing the policy.</li> <li>• Review the policy annually or when legislation changes.</li> <li>• Checking that recording procedures are in place.</li> </ul>
<b>6. Implementation Stages</b>	<p>The scope of this Safeguarding Policy is broad ranging and, in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <ul style="list-style-type: none"> <li>• Checking that hirers have DBS checks if and when required.</li> <li>• Ensuring hirers read and adhere to the Safeguarding Policy.</li> <li>• Displaying the policy in the Entrance to the building.</li> <li>• Whistleblowing / Feedback forms.</li> </ul> <p><b><i>Safe recruitment</i></b></p> <p>The Council ensures safe recruitment by adopting safe recruitment practices.</p> <p><b><i>Disclosure and Barring Service Management</i></b></p>

	<p>The organisation commits resources to providing Disclosure and Barring Service (DBS) checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.</p> <p>In order to avoid DBS gaps, the Parish Council maintains and reviews a list of roles across members of the Parish Council that involve contact with children and / or vulnerable adults.</p> <p>In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place:</p> <ul style="list-style-type: none"> <li>• A three year rolling programme of re-checking DBS checks are in place for holders of all identified posts with contact with children and/or vulnerable adults.</li> <li>• Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.</li> </ul> <p><b><i>Service delivery contracting and sub contracting</i></b></p> <ul style="list-style-type: none"> <li>• There will be systematic checking of safeguarding arrangements of partner organisations.</li> <li>• Safeguarding will be a fixed agenda item on any partnership reporting meetings.</li> <li>• Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, and arrangements for safeguarding and non compliance procedures.</li> </ul>
7. Communications training and support for staff	<p>The Council commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p><b><i>Induction</i></b> will include:</p> <ul style="list-style-type: none"> <li>• Discussion of the Safeguarding Policy (and confirmation of understanding)</li> <li>• Discussion of other relevant policies</li> <li>• Ensuring familiarity with reporting processes, the roles of line manager and the Designated Senior Manager (and who acts in their absence)</li> <li>• Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alert guide for adult safeguarding</li> </ul> <p><b><i>Training</i></b></p> <p>All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:  <a href="http://www.gscb.org.uk">www.gscb.org.uk</a> (from the option 'I work with children and young people').  <a href="http://www.goucestershire.gov.uk">www.goucestershire.gov.uk</a> (follow the links to the training Community and Adult Care Directorate Adult Training pages (or telephone 01452 583672)).</p>

	<p><b><i>Communications and discussion of safeguarding issues</i></b></p> <p>Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <ul style="list-style-type: none"> <li>• Parish Council meetings.</li> <li>• One to one meetings (formal or informal).</li> <li>• Provision of a clear and effective reporting procedure which encourages reporting of concerns.</li> <li>• Encouraging open discussion to identify and barriers to reporting so that they can be addressed.</li> <li>• Inclusion of safeguarding as a discussion prompt during meetings with staff and council members as well as in appraisals to encourage reflection.</li> </ul> <p><b><i>Support</i></b></p> <p>We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:</p> <ul style="list-style-type: none"> <li>• Seeking further support as appropriate e.g. access to counselling.</li> <li>• Staff who have initiated protection concerns will be contacted by line manager /DSM within one week.</li> </ul>
<b>8. Professional boundaries</b>	<p>Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Hucclecote Parish Council expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:</p> <ul style="list-style-type: none"> <li>• Use of abusive language will not be tolerated</li> <li>• Inappropriate behaviour / language will not be tolerated</li> <li>• Use of punishment or chastisement will not be tolerated</li> <li>• Passing on service users' personal contact details is inappropriate.</li> <li>• It is not acceptable to provide personal contact details</li> <li>• It is inappropriate to take family members to a client's home</li> <li>• Selling to or buying items from a service user is unacceptable</li> <li>• Accepting responsibility for any valuables on behalf of a client is inappropriate</li> <li>• Accepting money as a gift and / or borrowing money from or lending money to service users is inappropriate</li> <li>• Personal relationships with a third party related to or known to service users is inappropriate.</li> <li>• It is inappropriate to accept gifts and / or rewards or hospitality from an organisation as an inducement for either doing or not doing something in their official capacity</li> <li>• It is appropriate to display caution or avoidance of personal contact with clients</li> </ul>

	<p>Declaration of interests must be made to either The Clerk to the Parish Council or stated verbally at council meetings and recorded in the council minutes.</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures</p>
<b>9. Reporting</b>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Hucclecote Parish Council.</p> <p>Communicate your concerns with The Clerk to the Parish Council / The Designated Councillor for Safeguarding</p> <p style="text-align: center;">↓</p> <p>Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p>Discuss with parents of child or with vulnerable person.</p> <p>Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p>If needed seek advice from the Children and Families helpdesk or Adults helpdesk</p> <p style="text-align: center;">↓</p> <p>Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact</p> <p style="text-align: center;">↓</p> <p>Ensure that feedback from the Local Authority is received and their response recorded</p>
<b>10. Allegations Management</b>	<p>Hucclecote Parish Council recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <ul style="list-style-type: none"> <li>• <i>First step:</i> Any member of staff (paid or unpaid) from Hucclecote Parish Council is required to report any concerns in the first instance to The Clerk to the Parish Council / The Designated Councillor for Safeguarding who will complete a written record of the concern.</li> <li>• <i>Second step:</i> Contact local authority for advice. In Gloucestershire this can be done via (for children) the Safeguarding Children Services Local Authority Designated Officer (LADO) 09452 426994, or (for adults) the Adult Helpdesk 01452 426868.</li> <li>• <i>Third step:</i> Follow the advice provided.</li> </ul>

	Hucclecote Parish Council recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document <a href="http://www.isa-gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf">http://www.isa-gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</a>
<b>11. Monitoring</b>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> <li>• Safe recruitment practices</li> <li>• DBS checks undertaken</li> <li>• References applied for new staff</li> <li>• Records made and kept of supervision sessions</li> <li>• Training – register/ record of staff training on child/ vulnerable adult protection</li> <li>• Monitoring whether concerns are being reported and actioned</li> <li>• Checking that policies are up to date and relevant</li> <li>• Reviewing the current reporting procedure in place</li> <li>• Presence and action of Designated Councillor responsible for Safeguarding is in post</li> </ul>
<b>12. Managing information</b>	<p>Information will be gathered, recorded and stored in accordance with the following policies:</p> <ul style="list-style-type: none"> <li>• Data Protection Policy and Confidentiality Policy</li> </ul> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
<b>13. Conflict resolution and complaints</b>	<p>Hucclecote Parish Council is aware of the GSCB policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy (at <a href="http://www.gscb.org.uk">www.gscb.org.uk</a> ) and if necessary this will be taken forward by the Designated Councillor for Safeguarding</p> <p>Conflicts in respect of safety of vulnerable adults will be taken forward by the Designated Councillor for Safeguarding via the GCC Community and Adult Care Directorate</p>
<b>14. Communicating and reviewing the policy</b>	<p>Hucclecote Parish Council will make clients aware of the Safeguarding Policy through the following means:</p> <ul style="list-style-type: none"> <li>• Ensuring hirers read and appreciate the need to adhere to the Safeguarding Policy.</li> <li>• Display of policy in Entrance to the building.</li> <li>• Encouraging use of Whistleblowing / Feedback forms.</li> </ul> <p>This policy will be reviewed by The Parish Council annually and / or when there are changes in legislation.</p>