

Brinkley Parish Council

Chair: Ian Monks  
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## **Safeguarding Children, Young People and Vulnerable Adults Policy**

### **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 BPC facilities and assets. The policy will be reviewed by the Parish Council every 3 years. Brinkley Parish Council recognises its responsibilities under the Working Together to Safeguard Children Act 2013 and the Children Act 2004.

### **Definitions**

*Children and young people:*

Anyone under the age of 18 years

*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

*Employees and Councillors:*

Anyone working for, or on behalf of BPC 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

### **Promoting a safe environment**

In order to promote a safe environment for children, young people and vulnerable adults, BPC wishes to promote a safeguarding culture in its facilities and activity areas. In order to achieve this, BPC will:

- Provide safe facilities and undertake regular Health & Safety risk assessments.
- Publish a written Code of Conduct for users of parish facilities. Copies of the code will be

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displayed, in parish buildings and on the Council website.

- Publish a Context for Safe Working for those with substantial access to children, young people or vulnerable adults on parish premises or facilities
  - 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 people or vulnerable adults during the course of their duties, to undergo appropriate CRB checks. These checks to be repeated every 3 years. The Clerk will keep a record of employees and councillors who have undergone CRB checking. Portability of CRB checks will be acceptable where there is no other prohibitive evidence. They will be included in the 3 year rolling programme of renewal.
  - Maintain channels of communication with leaders of groups involving children, young people and vulnerable adults through the Annual Parish meeting, the Council website and the Village Voice newsletter.
  - Make available on the website and to employees and councillors, the Brinkley Parish Council; Children, Young People and Vulnerable Adults Protection Policy
- 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 0345 045 5203 or Out of Hours 01733 234724.

### **Setting the Right Context for Safe Working**

#### *Safe Context*

Implement the safeguarding children, young people and vulnerable adult's policy and procedures at all times

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

Do not allow allegations to go unchallenged, unrecorded and unreported

#### *Good preparation*

Plan activities to involve more than one person being present or at least in sight or hearing of

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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 (example permission slip is available from the Clerk). If concerns are raised that a stranger is taking photographs of the children, the police will be called in order to safeguard them.

Ensure you have access to a first aid kit and telephone and know fire procedures

Ensure that when first aid is required, that this is carried out in pairs or, 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

*Setting the Right Environment*

- Set an example you wish others to follow
- Treat everyone with respect
- Ensure everyone has an equal opportunity to participate
- Do not show favouritism
- Do not do things of a personal nature that individuals cannot do for themselves
- Deal firmly and fairly with attention seeking behaviour

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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 care 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 within user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of