

# SAWSTON PARISH COUNCIL



## SAFEGUARDING POLICY

(Adopted by Sawston Parish Council May 2019)

### 1. Introduction

Everyone has a responsibility for safeguarding children, young people and Adults at risk.

Sawston Parish Council is committed to delivering services that safeguard those who engage with them. The Parish Council will fully support and protect anyone, who in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that abuse or bullying is taking place.

This policy outlines good practice to promote the safety of those using the Council's services and to protect employees, volunteers and elected councillors from false allegations.

### 2. References

This policy should be used in conjunction with the Local Safeguarding Children's Board (LSCB) inter-agency procedures:

(<http://www.safeguardingcambspeterborough.org.uk/>)

and the Department for Children, Schools and Families document 'What to do if you are worried a child is being abused' ([www.dcsf.gov.uk](http://www.dcsf.gov.uk)).

All employees, volunteers and councillors are covered by this Safeguarding Policy.

### 3. Background

The Children's Act 2004, Childcare Act 2006, Safeguarding Adults at risk Groups Act 2006 and the Government's 'Working Together to Safeguard Children 2010' place a duty on key statutory agencies to safeguard and promote the welfare of children, young people and adults at risk. The 2004 Act embodies five principles that are key to the wellbeing of children, young people and Adults at risk. and are known as the 5 Every Child Matters outcomes:

- Be healthy;
- Stay safe;
- Enjoy and achieve;
- Make a positive contribution;
- Achieve economic well being.

In practical terms this means that the Parish Council has a responsibility to provide a safe environment for children, young people and Adults at risk. in

which their welfare is of paramount importance and in which they can achieve their potential.

#### **4. Aims**

4.1 This policy aims to set out procedures for the safeguarding of children, young people and Adults at risk. by protecting them from abuse (see Appendix 1 for definitions of types of abuse).

4.2 The Parish Council will achieve this by:

- a) Respecting and promoting the rights, wishes and feelings of children, young people and Adults at risk.;
- b) Promoting good practice that encourages a safe environment; protects all parties and avoids mistaken allegations of abuse;
- c) Providing all employees, volunteers and councillors who fall within the Parish Council's regulated activities with instruction, training and information that will ensure that they:
  - are properly equipped to recognise abuse and mistreatment;
  - are clear about how to report and record concerns;
  - understand the need to take advice about concerns from relevant specialists when necessary;
  - work in a way which will protect them, as far as possible, from accusations of abuse.
- d) Ensuring that all suspicions or allegations involving employees, volunteers and councillors are dealt with effectively and efficiently and that appropriate criminal, disciplinary and appeals procedures are implemented.
- e) Ensure employees, volunteers and councillors who work with children, young people and Adults at risk. are subject to Disclosure & Barring Service (DBS) checks and/or a satisfactory disclosure prior to taking up the post.
- f) Require all contractors and, where appropriate, their employees undertaking regulated activity on behalf of the Parish Council to adopt and abide by the processes laid out in the Safeguarding Policy.

4.3 Reviewing this policy at least once every 3 years or when major change in the organisation or in relevant legislation occurs.

#### **5. Definitions**

5.1 **Children and Young People** - Anyone who has not yet reached their 18th birthday.

5.2 **Adult at risk** - Any person aged 18 or over for whom a 'regulated activity' is provided.

5.3 **Employees, volunteers and councillors** - Anyone working for or on behalf of the Parish Council, whether paid or on a voluntary basis.

5.4 **Regulated Activity** - Regulated activity is defined as work which involves close and unsupervised contact with adults at risk groups including children. The definition of regulated activity is contained in Appendix 3. Regulated activity excludes family arrangements and personal non-commercial arrangements.

**N.B. The Parish Council currently does not undertake any form of regulated activity.**

5.5 **Close and Regular Access** - The term used to describe working or volunteering with children, young people or Adults at risk.:

- Where an individual is regularly caring for, training or supervising a child, young person or adult at risk;
- Where an individual has sole charge of children, young people or Adults at risk.

**N.B. The Parish Council currently does not undertake any form of close or regular access.**

## 6. Guiding Principles

6.1 This policy applies to all of the Parish Council's employees, volunteers, councillors and sub-contractors. Additionally, and where appropriate, this policy applies to contractors involved in regulated activity on behalf of the Parish Council (see Appendix 4).

6.2 The guiding principles for safeguarding are:

- (a) The welfare of the individual is paramount;
- (b) Everyone has the right to protection from abuse;
- (c) Employees, volunteers and councillors should work in an open and transparent way;
- (d) Employees, volunteers and councillors should avoid any conduct which would lead any reasonable person to question their motives or intentions (see Appendices 4 and 5).
- (e) The same professional standards should always be applied regardless of culture, gender, language, racial origin, religious belief and/or sexual orientation reflecting the protected areas as outlined in The Equality Act 2010 of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

6.3 Confidentiality will be upheld in line with current data protection and human rights legislation. The information sharing protocol of Cambridgeshire Local Safeguarding Children's Board will be followed in circumstances where information is shared with other agencies in the interest of a child, young person or adult at risk.

## **7. Areas of Specific Responsibility**

7.1 All employees, volunteers and councillors –

- (a) Have a responsibility to protect children, young people and Adults at risk., and report abuse without delay to the appropriate person;
- (b) Should be aware of and act in accordance with this Safeguarding Policy and related guidance;
- (c) Should not begin any regulated activity prior to satisfactory completion of the Parish Council's recruitment and selection process and DBS checks;
- (d) Should be aware of appropriate and inappropriate behaviour for employees, volunteers and councillors in charge of children, young people and Adults at risk.;
- (e) Have a responsibility to inform the Parish Council's Clerk (or the Chairman of the Council) of any allegation of abuse.

## **7. Advice and Support**

7.1 All reasonable steps will be taken to ensure unsuitable people are prevented from working with children, young people and Adults at risk.

## **8. Support following allegations of abuse**

8.1 Consideration will be given to providing the appropriate support to individuals, both those subject to, and those making, allegations of abuse.

## **9. Training**

9.1 Appropriate training will be provided to the Parish Council's employees, volunteers and councillors in the event of the Council engaging in work within the parameters of regulated activities.

9.2 The level of required training will be followed in line with Government guidance.

## **10. Monitoring and Appraisal**

10.1 In the event of an employee's role including regulated activities, this will be reviewed in relation to the Safeguarding Policy on an annual basis via a supervision meeting as appropriate.

10.2 This policy will be reviewed at least once every three years.

## **11. Adults at risk Person Referral Form**

11.1 If an employee, volunteer or councillor has a concern about poor practice or abuse or needs to report an incident concerning a child or young person, the form in Appendix 6 should be completed and passed to the Clerk to the Council (or to the Chairman of the Council).

- 11.2 If an employee, volunteer or councillor has a concern of poor practice or abuse or needs to report an incident concerning an adult considered adults at risk by the activity they are participating within at a particular time, the form in Appendix 7 should be completed and passed to the Clerk to the Council (or to the Chairman of the Council).

## **12. Responding to disclosure**

- 12.1 Within 24 hours of being informed of an incident the Clerk to the Council (or the Chairman) will report the incident or seek the appropriate advice. The Clerk (or the Chairman) will advise the referrer of the action they will take and provide further feedback as appropriate. Guidance on how to respond to disclosure is given in Appendix 2.

## **13. Responding to an accusation of poor practice or abuse**

### **13.1 What if I am accused of poor practice or abuse?**

- (a) You have a responsibility to contact your line manager immediately, or as soon as possible, and should provide a detailed written account of the circumstances.
- (b) The Clerk (or Chairman) will, maintain communication with and, advise the referrer of the action they will take and provide further feedback as appropriate.
- (c) An investigation of the circumstances leading to the accusation will be undertaken by the Clerk (or Chairman) and as appropriate further action will be taken and a report submitted to the Council.

### **13.2 What if a member of my team or a colleague is accused of poor practice?**

- (a) Consideration should be given to withdrawing the employee from duty at the earliest opportunity.
- (b) Working with the individual employee a detailed written record of the event should be made.
- (c) An investigation of the circumstances leading to the accusation will be undertaken by the Clerk or the Chairman and, as appropriate, further action will be taken and a report submitted to the Council.
- (d) If such an investigation establishes poor practice, rather than abuse, then the following action will be considered -
  - Appropriate training and supervision;
  - Review of general practice in relation to safeguarding;
  - Implementation of standard disciplinary procedures.

### **13.3 What if an allegation of abuse is made against a member of my team or a colleague?**

- (a) Consideration should be given to withdrawing the employee from duty at the earliest opportunity.

- (b) Working with the individual employee a detailed written account of the event should be made.
- (c) The Clerk (or the Chairman) will advise the referrer of the action they will take and provide further feedback as appropriate.
- (d) An investigation of the circumstances leading to the accusation will be undertaken within a reasonable timeframe as appropriate to the particular circumstances of the case and, as appropriate, further action be taken.
- (e) If abuse cannot be ruled out then the Police should be contacted.
- (f) If abuse is confirmed:
  - The standard Disciplinary Procedure should be implemented;
  - A review of general practice in relation to safeguarding should be undertaken.

## Appendix 1

### Recognition of Abuse

Whilst it is not the responsibility of employees, volunteers and councillors to decide that abuse is occurring, it is their responsibility to act on any concerns by reporting suspicions that they have.

There are different types of abuse, and a person may suffer more than one type. The following definitions are based on those from the Department of Health Guidance 'Working Together to Safeguard Children' (2010).

- **Neglect** - a persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
  - Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  - Protect a child from physical and emotional harm or danger;
  - Ensure adequate supervision (including the use of inadequate care-givers);
  - Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, an individual's basic emotional needs.

- **Physical Abuse** - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in an individual within their care.
- **Sexual Abuse** - involves forcing or enticing an individual to take part in sexual activities, not necessarily involving a high level of violence, whether or not the individual is aware of what is happening. The activities may involve physical contact and may also include non-contact activities, such as involving individuals

in looking at, or in the production of, sexual images, watching sexual activities, encouraging individuals to behave in sexually inappropriate ways, or grooming an individual in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.

- **Emotional Abuse** - the persistent emotional maltreatment of an individual such as to cause severe and persistent adverse effects on the individual's emotional development. It may involve conveying to an individual they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the individual opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may involve age or developmentally inappropriate expectations being imposed on an individual. These may include interactions that are beyond the individual's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the individual participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing individuals frequently to feel frightened or in danger, or the exploration or corruption of individuals. Some level of emotional abuse is involved in all types of abuse although it may occur alone.

## Appendix 2

### Responding to a Disclosure

If you receive information concerning disclosure you should:

- React calmly;
- Tell the individual they are not to blame and they were right to tell you;
- Take what the individual says seriously, recognising the difficulties inherent, in interpreting what is said by an individual who has a speech disability and/or differences in language;
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said;
- Reassure the child or young person, but do not make promises of confidentiality that may not be feasible to maintain in the light of subsequent developments;
- The alleged abuser should not be approached;
- Make a full written record of what is said, heard and/or seen as soon as possible, ensuring that it is in the words of the speaker;
- Immediately refer to your line manager who will contact the Clerk to the Council (or the Chairman).
- Pass the referral to the Clerk or the Chairman immediately; reporting the matter should not be delayed by attempts to obtain further information;
- In circumstances where you believe the individual is in immediate danger of harm you should make contact with the Police ensuring that the Clerk or the Chairman is made aware. Where contact with the Police is made a record of the name and title of the Police Officer to whom the concerns were passed should be made together with the time and date of the call in case follow up is required;
- If immediate danger relates to suspected abuse by a parent/carer, do not allow the individual to go home with them without calling the Police to the scene.

It may be that the individual making disclosure is unable to express him or herself verbally. Communication difficulties may mean that it is hard for them to make themselves understood. Sometimes it can be difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions. However, where there are concerns regarding the safety of an individual record what has been observed in detail and follow the procedures to report these concerns.

If you receive information concerning disclosure you should **not**:

- Panic;
- Allow any shock or distaste show;
- Probe for more information than is offered or ask leading questions;
- Speculate or make assumptions;
- Make negative comments about the alleged abuser;
- Approach the alleged abuser;
- Make promises or agree to keep secrets.

## **Appendix 3**

### **Best Practice When Working Within Regulated Activities.**

The criminal records and barring systems are controlled by the following legislation:

- Safeguarding Adults at risk Groups Act 2006
- Protection of Freedoms Act 2012

The Parish Council will still have a duty to make referrals to the Independent Safeguarding Authority and it must not knowingly engage a barred person in regulated activity.

#### **Regulated Activities – Definition**

This is work which a barred person must not do or work for which the organisation may obtain a Disclosure & Barring Service (DBS) check.

From 10th September 2012, if an organisation considers that a role is within the new definition of regulated activity, then an individual will be asked to apply for an enhanced DBS check (for children, adults or both). Enhanced DBS checks for work within regulated activity will state (where requested) if the person is on one of the ISA's barred lists.

#### **Summary of the new definition of regulated activity (10th September 2012)**

##### ***Regulated activity relating to children***

The new definition of regulated activity relating to children comprises only:

- (i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;
- (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. This does not apply to work by supervised volunteers.

Work under (i) or (ii) is regulated activity only if done regularly. There is statutory guidance about supervision of activity which would be regulated activity if unsupervised.

- (iii) Relevant personal care, for example washing or dressing; or health care by or supervised by a professional;
- (iv) Registered childminding; and foster-carers.

The new definition of regulated activity relating to children **no longer includes**:

- Any supervised teaching, training or instruction of children or the provision of any care or supervision of children by a person who is being supervised by another. The exceptions are where certain types of personal care or health care are provided to children or where any of the activities take place in a specified place such as a child care setting.

### ***Regulated activity relating to adults***

The new definition of regulated activity relating to adults no longer labels adults as 'adults at risk'. Instead, the definition identifies the activities which, if any adult requires them, lead to that adult being considered adults at risk at that particular time. This means that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is also no longer a requirement for a person to do the activities a certain number of times before they are engaging in regulated activity.

For more information please see the Safeguarding Adults at risk Groups Act 2006, as amended by the Protection of Freedoms Act 2012.

Categories include:

- (i) The provision to an adult of health care by, or under the direction or supervision of, a health care professional.
- (ii) The provision to an adult of relevant personal care.
- (iii) The provision by a social care worker of relevant social work to an adult who is a client or potential client.
- (iv) The provision of assistance in relation to general household matters to an adult who is in need of it by reason of age, illness or disability.
- (v) Any relevant assistance in the conduct of an adult's own affairs.

- (vi) The conveying by persons of a prescribed description in such circumstances as may be prescribed of adults who need to be conveyed by reason of age, illness or disability.
- (vii) Such activities –
- Involving, or connected with, the provision of health care or relevant personal care to adults, and
  - Not falling within any of the above paragraphs, as are of a prescribed description.

Additional Information:

First Aid

- When any person administering the first aid is doing so on behalf of an organisation established for the purpose of providing first aid (e.g. St John Ambulance Service), it is regulated activity.
- A worker employed for another purpose who volunteers, or is designated, to be that organisation's first aider is not in regulated activity.

### **Creating the right context for Safeguarding**

The Safeguarding Policy and procedures will be applied to all regulated activities undertaken within, or on behalf of, the Council. **N.B. None are currently undertaken.**

Never leave children, young people or Adults at risk. with employees, volunteers or councillors who do not have a satisfactory DBS check.

Allegations should always be investigated by the appropriate person. They should never go unchallenged, unrecorded and unreported.

### **Achieving good preparation for Regulated Activities**

Activities should be planned to involve more than one person being present, in sight or hearing of others.

Where the nature of the activity does not facilitate the above then a record of circumstances should be maintained and others informed of location and proposed activities.

When organising and undertaking mixed gender activities, where possible, leadership should also be mixed gender.

Appropriate dress should be worn by all leaders and by those participating in proposed activities at all times.

Registers should be completed and attendees should be signed in and out (where under 8s are attending an activity they must be signed in and out by a parent/carer).

Where the use of photographic equipment (still photos or video) is involved in the activity the written permission of parents/carers must be obtained prior to the activity using a permission form.

## **Ensuring the right environment for Regulated Activities**

In promoting the right environment for Regulated Activities:

- Treat everyone with respect;
- Everyone should have the opportunity to participate equally;
- Favouritism should not be shown;
- Things of a personal nature, that individuals are able to do for themselves, should not be undertaken by anyone else;
- Where it is necessary to support the undertaking of things of a personal nature, for example toilet trips, this should be undertaken as a pair/group, or, first aid, where you can be seen.
- Inappropriate language should not be used;
- Attention seeking behaviour should be dealt with in a firm and fair manner;
- Sexually suggestive comments should not be made;
- Remember, even if your intentions are well intentioned they may be misinterpreted by someone else.

## **Avoiding allegations during Regulated Activities**

A child, young person or adults at risk adult should never be restrained physically. The only exceptions to this are in order to:

- (a) prevent physical injury to either the individual or another person;
- (b) prevent damage to any property;
- (c) prevent an individual from committing a criminal offence.

Where transportation of a child, young person or adults at risk adult is unavoidable:

- (a) appropriate written consent from a parent or carer should be obtained;
- (b) and use of your own car is unavoidable, appropriate insurance covering business use must be held;
- (c) a valid DBS must be held;
- (d) you should be accompanied by either an employee or councillor.

Where overnight accommodation is unavoidable a child, young person or adults at risk adult should never share accommodation with you and you should not allow them to stay at your home unsupervised.

Physical contact during activities should not be engaged in unless a clear explanation of the reasons is given.

Where an activity involves use of changing rooms, parents or carers should be encouraged to provide supervision.

In circumstances where children, young people or Adults at risk. need medication regularly a health care plan should be drawn up to ensure their safety and protection. With the permission of parents or carers children, young people or Adults at risk. should be encouraged to self administer medication or treatment including, for example any ointment, sun cream or use of inhalers.

If an employee is concerned or uncertain about the amount of medication being administered this should be discussed with their line manager at the earliest

opportunity. When administering first aid, wherever possible, employees should ensure another member of staff is present, or aware of the action being taken. Parents and/or carers should always be informed when first aid has been administered and asked to sign the completed accident report form.

### Summary of recommended Best Practice

<b>Do:</b>	<b>Do not:</b>
<ul style="list-style-type: none"> <li>• Treat everyone with respect.</li> <li>• Provide an example you wish others to follow.</li> <li>• Plan activities with more than one other person present, or at least within sight or hearing of others.</li> <li>• Respect a young person or adults at risk adult's right to privacy.</li> <li>• Encourage young people and Adults at risk. to feel comfortable to point out attitudes or behaviour they do not like.</li> <li>• Avoid situations that compromise your relationship of trust.</li> <li>• Remember that someone else might misinterpret your actions, no matter how well intentioned.</li> <li>• Remember that caution is required in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.</li> <li>• Ensure that all suspicions or allegations of abuse are reported and recorded.</li> <li>• Complete relevant accident/incident forms accurately and with as much detail as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Permit abusive initiation ceremonies or bullying etc.</li> <li>• Play physical contact games.</li> <li>• Have any inappropriate physical or verbal contact with others.</li> <li>• Jump to conclusions about others without checking facts first.</li> <li>• Show favouritism to any individual.</li> <li>• Rely on just your good name to protect you.</li> <li>• Believe 'it could never happen to me'.</li> <li>• Befriend a young person on Facebook or other social networking websites.</li> </ul>

## Additional Activity Specific Safeguarding Policies and Procedures

### Good practice for activities where parental supervision is not required

Where parents or carers are not required to remain with children, young people or Adults at risk. the following guidelines are, in addition to compliance with all other areas of this policy, to be followed:

- (a) **Ratios** - comply with appropriate legal requirements/recommendations e.g. Ofsted, NGB etc.
- (b) **Signing in and out** - the strict signing in and out procedure as laid out in this policy should be followed. Additionally, if you are leading an activity you should be aware of the number and names of those you are expecting and how those taking part in the activity are getting home (i.e. on their own or being collected and if so by whom).
- (c) **Photographs** - must not be taken by any individual (including the press) without obtaining the express and prior consent of parents.
- (d) **Introductions** - if you are leading an activity you must ensure that you introduce both yourself and your helpers ensuring you are instantly recognisable and that participants should come to you, as the leader, during the day if they have need of first aid or if they are not happy with part of the activity, or with the behaviour of someone else.
- (e) **Set the scene** - you should make clear what is going to be happening, how, why and when. You should have a detailed plan of activities, supervise activities and ensure all activities are suitable. Potentially dangerous equipment may require increased supervision by a competent person.
- (f) **Explain** - to all participants that in order for everyone to have a good time, unacceptable behaviour will not be tolerated (i.e. bullying, shouting, bad language, dangerous behaviour etc)
- (g) **Excessive time** - must not be spent alone by staff and volunteers with children, young people and Adults at risk., away from others. Doors should be left open if separating a group. Where first aid is necessary, maintain a degree of privacy if necessary but have someone else with you. Where a participant requires escorting or asks for the toilet, do not go alone, and take more than one child. Participants should not be taken alone in a car, unless previous agreements have been made with the carer.
- (h) **Physical contact** - should be avoided unless to treat an injury, prevent an injury or absolutely essential to the activity (e.g. holding the hand of a very young child on uneven ground). If a child is upset, reassurance may be appropriate; however, this should be done in the open and in front of others.
- (i) **Remember** - organisers are responsible for the participants once they are signed in and until they are collected by their parents/carers.
- (j) **Collection** - where a participant is not collected within half an hour of the event end time relevant procedures should be followed.

### Remember:

- (a) Someone might misinterpret your actions, no matter how well intentioned.
- (b) Adopt a common sense approach.

- (c) Don't rely on your good name to protect you.
- (d) Good practice will prevent false allegations against you.

### **Communications with children, young people and Adults at risk.**

- (a) In order to make best use of the many educational and social benefits of new technologies, children and Adults at risk. need opportunities to use and explore the digital world, using multiple devices from multiple locations. It is now recognised that that e-safety risks are posed more by behaviours and values than the technology itself.
- (b) Electronic communication between children, young people and Adults at risk. and employees, by whatever method, should not take place under any circumstances. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs.
- (c) Employees must not share any personal information with a child, young person or adults at risk adult. They must not request, or respond to, any personal information from the child/young person or adults at risk adult, other than that which might be appropriate as part of their job role.
- (d) Employees should ensure that all communications are transparent and open to scrutiny.
- (e) Employees should also be circumspect in their communications with children, young people and Adults at risk. so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to any children, young people and Adults at risk. including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with the Manager and parents/carers.
- (f) E-mail or text communications, including communications through internet based web sites, between an employee and a child, young person or adults at risk adult outside agreed protocols may lead to disciplinary and/or criminal investigations.
- (g) Employees should not establish or seek to establish social contact with children, young people and Adults at risk. for the purpose of securing a friendship or to pursue or strengthen a relationship. If a child or adults at risk adult or parent seeks to establish social contact, or if this occurs coincidentally, the employee should exercise her/his professional judgement in making a response.
- (h) There will be occasions when there are social contacts between children and Adults at risk. and employees, where for example the parent and employee are part of the same social circle. These contacts however, will be easily recognised and openly acknowledged.
- (i) Nevertheless, there must be awareness on the part of those working with children, young people and Adults at risk. that some social contacts, especially where these are not common knowledge can be misconstrued as being part a grooming process. This can also apply to social contacts made through outside interests or through the employee's own family.

- (j) It is recognised that employees can support a parent who may be in particular difficulty. Care needs to be exercised in those situations where the parent comes to depend upon the employee for support outside their professional role. This situation should be discussed with the Manager and where necessary referrals made to the appropriate support agency.

### **Personal and Intimate Care**

- (a) Young people and Adults at risk. are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people or adults at risk adult concerned and sensitive to the potential for embarrassment.
- (b) Employees need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children and Adults at risk. with whom they work.
- (c) Some job responsibilities may necessitate intimate physical contact with children on a regular basis, for example assisting young children with toileting, providing intimate care for children or Adults at risk. with disabilities or in the provision of medical care. The nature, circumstances and context of such contact should comply with professional codes of practice or guidance and/or be part of a formally agreed plan, which is regularly reviewed. The additional vulnerabilities that may arise from a physical or learning disability should be taken into account and be recorded as part of an agreed care plan. The emotional responses of any child or adults at risk adult to intimate care should be carefully and sensitively observed, and where necessary, any concerns passed to the manager and parents/carers.
- (d) All children and Adults at risk. have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their abilities, age and maturity should be encouraged to act as independently as possible.
- (e) The views of the child or adults at risk adult should be actively sought, wherever possible, when drawing up and reviewing formal arrangements. As with all individual arrangements for intimate care needs, agreements between the child, young person, adults at risk adult, parents/carers and manager must be negotiated and recorded.

### **Recruiting to Posts**

The Parish Council will review the role profile before recruiting to identify whether the post involves regulated activities. Where this is the case, applicants will be sent a copy of the Safeguarding Policy as part of the application pack and the following additional information will be sought as part of the application process -

- (a) the applicant's consent to a DBS check being undertaken will be obtained; and

- (b) at least two references that comment on the applicant's previous experience of, and suitability for working with children, young people and Adults at risk.

### **Working with Contractors and Partner Organisations**

Any contractor or sub-contractor engaged by the Parish Council in regulated activities should:

- (a) have a Safeguarding Children, Young People and Adults at risk. Policy of their own;
- (b) agree, in the absence of a policy of their own, to comply with the terms of this policy.

This applies to all contracts, even those not requiring a formal tender.

### **Hiring of Parish Council Facilities**

Where Parish Council facilities are hired to external groups, the hirer will need to:

- (a) have a suitable safeguarding children, young people and Adults at risk. policy or agree to work to the Parish Council's policy;
- (b) comply with the NGB Coach/Pupil Ratios or in the absence of this with Social Services Coach/Pupil Ratios;
- (c) undertake risk assessments for individual activities.

and where considered relevant by the Parish Council:

- (a) have membership of a National Governing Body (NGB) or similarly recognised body;
- (b) have public liability insurance (£5million minimum); and
- (c) maintain a register of participants including any medical conditions.

### **Using Volunteers**

Activities can be led by volunteers. However, if the activity falls within the parameters of a regulated activity then the requirements of the Recruitment and Selection Policy must be met as detailed above. The recruiting manager is responsible for ensuring all volunteers are subject to the necessary checks.

### **Communication with children, young people and Adults at risk. (including the Use of Technology)**

In order to make best use of the many educational and social benefits of new technologies, adults at risk groups including children need opportunities to use and explore the digital world, using multiple devices from multiple locations. It is now recognised that the safety risks are posed more by behaviours and values than the technology itself.

Electronic communication between adults at risk groups including children and employees, by whatever method, should not take place under any circumstances. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Employees must not share any personal information with an individual from any adults at risk groups including children. They must not request, or respond to, any personal information from an individual from any adults at risk groups including children, other than that which might be appropriate as part of their professional role. Employees should ensure that all communications are transparent and open to scrutiny.

Employees should also be circumspect in their communications with an individual from any adults at risk groups including children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to an individual from any adults at risk groups including children. This includes e-mail, home or mobile telephone numbers, unless the need to do so is agreed with the Parish Council and parents/carers. E-mail or text communications between an employee and an individual from any adults at risk groups including children outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites

*This means that employees should:*

- *ensure that personal social networking sites are set at private and no individual from any adults at risk groups including children are listed as approved contacts;*
- *never use or access social networking sites of any individual from any adults at risk groups including children;*
- *not give their personal contact details to any individual from any adults at risk groups including children, including their mobile telephone number;*
- *only make contact with any individual from any adults at risk groups including children for professional reasons and in accordance with any Parish Council policy;*
- *recognise that text messaging should only be used as part of an agreed protocol and when other forms of communication are not possible;*
- *not use internet or web-based communication channels to send personal messages to any individual from any adults at risk groups including children.*

### **Social Contact**

Employees should not establish or seek to establish social contact with any individual from any adults at risk groups including children for the purpose of securing a

friendship or to pursue or strengthen a relationship. If any individual from any adults at risk groups including children seeks to establish social contact or if this occurs coincidentally, the employee should exercise her/his professional judgement in making a response. There will be occasions when there are social contacts between an individual from adults at risk groups including children and staff, where for example the parent and employee are part of the same social circle. These contacts however, will be easily recognised and openly acknowledged.

Nevertheless, there must be awareness on the part of those working with adults at risk groups including children that some social contacts, especially where these are not common knowledge can be misconstrued as being part a grooming process. This can also apply to social contacts made through outside interests or through the employee's own family.

*This means that employees should:*

- *have no secret social contact with any individual from any adults at risk groups including children or their parents.*
- *consider the appropriateness of the social contact according to their role and nature of their work.*
- *always approve any planned social contact with any individual from any adults at risk groups including children or parents with the Clerk or the Chairman.*
- *advise the Clerk or the Chairman of any social contact they have with any individual from any adults at risk groups including a parent with whom they work which may give rise to concern.*
- *report and record any situation, which may place an individual from any adults at risk groups including children at risk or which may compromise the Parish Council or their own professional standing.*
- *be aware that the sending of personal communications such as birthday or faith cards should always be recorded and/or discussed with the Clerk or the Chairman.*
- *understand that some communications may be called into question and need to be justified.*

## **Photography and Videos**

Working with any adults at risk groups including children may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of individuals from adults at risk groups including children. Informed written consent from parents or carers and agreement, from an individual from any adults at risk groups including children, should always be sought before an image is taken for any purpose.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the internet. There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

Employees need to remain sensitive to any individual from any adults at risk groups including children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

It is not appropriate for employees to take photographs of any individual from any adults at risk groups including children for their personal use.

It is recommended that when using a photograph the following guidance should be followed:

- If the photograph is used, avoid naming the child, young person or adults at risk adult.
- If the child, young person or adults at risk adult is named, avoid using their photograph.
- The Clerk or Chairman should establish whether the image will be retained for further use.
- Images should be securely stored and used only by those authorised to do so.

*This means that employees should:*

- *be clear about the purpose of the activity and about what will happen to the images when the activity is concluded;*
- *be able to justify images of children, young people or Adults at risk. in their possession;*
- *avoid making images in one to one situations or which show a single child, young person or adults at risk adult with no surrounding context;*
- *ensure the child, young person or adults at risk adult understands why the images are being taken and has agreed to the activity and that they are appropriately dressed;*
- *only use equipment provided or authorised by the Parish Council;*
- *report any concerns about any inappropriate or intrusive photographs found;*
- *always ensure they have parental permission to take and/or display photographs.*

*This means that employees should not:*

- *display or distribute images of children, young people or Adults at risk. unless they have consent to do so from parents/ carers;*
- *use images which may cause distress;*
- *use mobile telephones or any other similar devices to take images of children, young people or Adults at risk.;*
- *take images 'in secret', or take images in situations that may be construed as being secretive.*

## **Access to Inappropriate Images and Internet Usage**

There are no circumstances that will justify employees possessing indecent images of children. Employees who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children are illegal. This will lead to criminal investigation and the individual being barred from working with children, if proven.

Employees should not use equipment belonging to the Parish Council to access pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the employee to continue to work with children and/or Adults at risk.

Employees should ensure that children, young people and Adults at risk. are not exposed to any inappropriate images or web links.

Where indecent images of children or other unsuitable material are found, the police should be immediately informed. Employees should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution.

*This means that the Parish Council should:*

- *have clear e-safety policies in place about access to and use of the internet;*
- *make guidance available to both employees, children, young people and Adults at risk. about appropriate usage.*

*This means that employees should:*

- *follow the Parish Council's guidance on the use of IT equipment;*
- *ensure that children, young people or Adults at risk. are not exposed to unsuitable material on the internet;*
- *ensure that any films or material shown to children, young people and Adults at risk. are age appropriate.*

**SAWSTON PARISH COUNCIL**

**LOGGING A CONCERN ABOUT A CHILD OR YOUNG PERSON'S SAFETY & WELFARE**

Name and address of setting:

Child's Name:	Date of Birth:	Male / Female:
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Today's Date;	Time:
---------------	-------

Your Name (BLOCK CAPITALS):	Your Signature:
-----------------------------	-----------------

Your Role:

Date of Concern/Incident:	Time of Concern/Incident:
---------------------------	---------------------------

(continue overleaf if necessary)

(Check to make sure your report is clear now and will also be clear to someone reading it next year)

(continuation)

Action taken:

.....

Received by: ..... Role.....

Date: ..... Time:

.....

Proposed action by the Clerk to the Council (or Chairman)

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the proposed action by the Clerk to the Council (or Chairman).

SAWSTON PARISH COUNCIL

LOGGING A CONCERN ABOUT AN ADULT AT RISK SAFETY & WELFARE

**Adult at Risk Details:**

Name:.....

Address:  
.....

Date of Birth:.....Male Female

Ethnicity: .....

G.P.'s ..... name:  
.....

Address:  
.....

Is the adult at risk self funding? Yes  No

Does the alleged victim / adult at risk have capacity to consent to this referral?  
Yes  No  Not Known

If the alleged victim / adult at risk does not have mental capacity there will be a need to consider the criteria for using an Independent Mental Capacity Advocate (IMCA), if appropriate.

Please describe any additional needs the adults at risk adult has (e.g. sensory loss, dementia, communication, language, physical disability, etc) that should be taken into account of:

**Mental Capacity and Consent of the Adults at risk.**

**Consider mental capacity and consent:** The mental capacity and wishes of the adults at risk person will always be a factor when deciding on the course of action you may take. In determining this action, consideration must be given to the likely risk to others and the potential for re-offending to take place if the matter is not formally dealt with.

**Referral Details:**

Name:

.....

Designation:

.....

Establishment:

.....

Contact Number:

.....

Time / Date 'Referral' form completed:

.....

**Incident Details:**

Date of Incident:

.....

Type of Alleged Abuse:

Discriminatory  institutional

Domestic Abuse & Violence  Neglect

Emotional / Psychological  Physical

Financial  Sexual

**For Completion by Manager:**

**Other Action Taken** (To include any emergency medical treatment provided; evidence preserved; action taken to prevent further abuse)

**Details of alleged perpetrator(s) involved if abuse is suspected:**

(Please complete as much of this as is known)

Name:

.....  
.....

Home Address:

.....

..... Postcode:  
.....

Date of Birth: ..... Male  Female

Occupation / Position / Title:  
.....

Is this person known / related to the individual who is the subject of this concern, if so please describe relationship:

.....  
.....  
.....  
.....

Are they aware of this alert: Yes  No

**Initial Action Taken:**

Has a referral been made to Cambridgeshire Direct?

Yes  No

If there is immediate danger / harm, have the police been called?

Yes  No

Has the Care Quality Commission been notified?

Yes  No

Has evidence been preserved?

Yes  No

Has a body map been filled out?

Yes  No

Please give details:

.....  
.....  
  
.....  
.....

**Additional Information and Comments** *(For use of Line Manager and / or Supervisor ONLY)*

**Fact and opinion should be clearly differentiated**

Signed: .....

Position: .....

Date: .....

Please forward the completed form to Cambridgeshire Direct:

Email: [referral.centre-adults@cambridgeshire.gov.uk](mailto:referral.centre-adults@cambridgeshire.gov.uk)

Tele. No.: 0345 045 5202

**Where appropriate, please attach any additional information such as body map etc.**

**Details of this referral must be referred to your line manager without delay.**

## Useful External Contacts:

<b>Sawston Parish Council</b>	Parish Chairman	01223 832470
<b>NSPCC Child Person Protection Helpline</b>	Western House 42 Curtain Road London, EC2A 3NH	020 7825 2500 Helpline: 0808 800 5000 <a href="https://www.nspcc.org.uk">https://www.nspcc.org.uk</a>
<b>Child, Young Person or Adults at risk Adult UK</b>	Freepost 1111 London, N1 0BR	0200 1111 <a href="http://www.childyoungpersonoradults_at_riskadultline.org">www.childyoungpersonoradults_at_riskadultline.org</a>
<b>Sports Coach UK</b>	114 Cardigan Road Headingley, Leeds, LS6 3BJ	
<b>UK Council for child internet safety (UKCCIS)</b>		0870 000 2288
<b>Cambridgeshire Area LSCB</b>	LSCB Administrator 7 The Meadows Meadow Lane St Ives Cambs, PE27 4LG	01480 376699 <a href="http://www.cambslscb.org.uk">www.cambslscb.org.uk</a>
<b>Cambridgeshire Constabulary</b>		Emergency - 999 24 non-emergency - 0845 4564564
<b>Cambridgeshire Children's Team Contact Centre</b>	Butts Grove Centre 38 Butts Grove Way Oxmoor Huntingdon, PE29 1LY	0345 045 5203 Out of hours emergency number: 01733 234724
<b>Adults at risk Persons (Adult Safeguarding concerns)</b>	Cambridgeshire Health & Social Care Services @ Cambridgeshire Direct Adult Safeguarding Manager	0345 045 5202 (choose - Adult Social Services) 01223 715576