

Deanshanger Parish Council

Safeguarding & DBS Policy



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Deanshanger Parish Council Safeguarding & DBS Policy

SECTION 1

Introduction

Everyone has a duty to safeguard children and vulnerable adults.

This policy promotes good practice in safeguarding for staff, councillors and volunteers within Deanshanger Parish Council.

The Parish Council will review it every 3 years.

Definitions

Children:

Anyone under the age of 18 years.

Vulnerable Adult:

Anyone over 18 who is:

- Unable to take care of themselves
- Unable to protect themselves against significant harm or exploitation.

To whom this policy applies

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

SECTION 2

Promoting a safe environment

To promote a safe environment for children and vulnerable adults, the Parish Council will:

- Undertake regular risk assessments.
- Ensure that employees, councillors and volunteers are aware of the safeguarding expectations and undertake training as appropriate.
- Ensure that members of staff, councillors and volunteers who have regular unsupervised contact with children or vulnerable adults during their duties undergo appropriate vetting at recruitment and that their role is assessed for a Disclosure Barring Service (DBS) check before commencement of such duties.

Should a member of staff, a councillor or volunteer already have a DBS and be registered for the DBS update service then we will allow its transfer and check the details on-line unless we need a different type or level of certificate (e.g., we need a child workforce rather than an adult workforce one or an enhanced rather than standard DBS).

- Have a designated Parish Council Safeguarding Officer to whom all safeguarding incidents are reported and who reports incidents to the relevant authorities.
- Agree whether a local Safeguarding Lead is required within volunteer projects undertaken on behalf of the Council such as Deanshanger Good Neighbours. Where Safeguarding Leads are needed, ensure that these are in place and identified within this policy. A Safeguarding Lead will make sure that appropriate procedures and training are in place for their project but all reporting apart from emergencies, will go through the Safeguarding Officer.

Whilst the information provided by the DBS is important in terms of employment, the Council recognises that this is only part of the overall policy to create and sustain a safe environment for children and vulnerable adults who use services or facilities provided by Deanshanger Parish Council or engage with staff, councillors and volunteers.

SECTION 3

Safe working practice

All staff, councillors and volunteers within Deanshanger Parish Council must always follow this Safeguarding Policy and any associated procedures. For example, they should:

- Never leave children or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their 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 that photos or videos of children or vulnerable adults are not taken without written permission from their parents/carers.

Expectations of behaviour

All staff, councillors and volunteers within Deanshanger Parish Council should:

- Ensure that communications, behaviour and interaction with service users is appropriate and professional.
- Not behave in any way that involves racism, sexism and bullying and to report any instances of such behaviour that they witness to the Parish Clerk or parents/carers, as appropriate. The Parish Clerk will then decide the next course of action required, if any.

Section 4

Seeing and Reporting Abuse

If staff, councillors or volunteers should be concerned about any action, inaction, or disclosure, which may indicate that a child or vulnerable adult is experiencing or at risk of abuse, they should immediately report to the Safeguarding Officer.

If, however, anyone is in immediate harm the person witnessing this should dial 999 immediately and ask for the police or ambulance. See it, Report it.

If a child or vulnerable adult makes a disclosure of abuse, the person receiving the information should be transparent about what they will do with the information and should not promise to keep it secret. This should be reported immediately to the Safeguarding Officer.

Doing nothing is not an option when abuse or risk of abuse is identified, and all incidents must be reported immediately to the Safeguarding Officer.

The Safeguarding Officer will report a Child Safeguarding concern to Northamptonshire Multi Agency Safeguarding Hub (MASH) and an Adult Safeguarding concern to Northamptonshire Adult Social Services (NASS). See contact details below.

Abuse falls into several main categories:

Physical abuse:

Actual or likely to injury, assault, or intentional neglect or acts of omission.

Examples:

Hitting, slapping, pushing, kicking, rough handling, restraint, confinement. Poisoning, misuse of medication, withholding of adequate food, drink, medication, heating or lighting
Untreated illness or medical conditions.

Possible signs:

Unexplained injuries or illness. Bruising / finger marks. Broken bones. Fear of certain people. Poor physical condition or hygiene. Dirty or wet clothing. Weight loss, malnutrition.

Sexual abuse:

The involvement of a person in any sexual activities against their will, which they do not understand or give consent to.

Examples:

Rape or sexual assault. Unwanted touching, sexualised language or sexual activity which the person does not understand or gives consent to. Sexual harassment. Involvement in pornography/sex work. Female genital mutilation.

Possible signs:

Unexplained sexual language or sexualised behaviour. Difficulty or pain with either urinating or bowel movement. In possession of unexplained money or presents.

Emotional/Psychological abuse:

Acts or behaviours that cause mental distress, or adverse effect on mental well-being.

Examples:

Verbal harassment, ridicule, belittling, intimidation. Withholding foods, activities or social contacts. Racial abuse, threats of harm, abandonment or isolation. Preventing free expression.

Possible signs:

Fear of certain people or places. Mood swings. Getting upset over ordinary things.

Financial abuse:

The theft or misuse of money or personal possessions which involves a person's resources being used to the advantage of another person.

Examples:

Theft of money or possessions. Fraud and exploitation. Pressure in connection with wills, inheritance or financial transactions. Misuse of benefits. Stealing a person's financial identity.

Possible signs:

Unexplained or sudden inability to pay bills. Discrepancy between presumed assets and living conditions. Reluctance to spend money. Loss of possessions.

Modern slavery:

This is when a person is treated as property and forced to work against their will and without proper payment.

Examples:

Human trafficking for forced labour or sex. Domestic servitude. Buying women for marriage. Bonded labour/debt bondage.

Possible signs:

Workers have little income or freedom. Depression and social isolation. Self-harm. Confiscation of passports. May be held in actual captivity.

SECTION 5

Allegations against staff, councillors and volunteers

All staff, councillors and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.

It is advisable for interviews or work with individual children or vulnerable adults to be conducted in view of other adults where possible.

If an allegation is made about how a member of staff, councillor or volunteer is interacting with a child or vulnerable adult, the person receiving the allegation will immediately inform the Safeguarding Officer who will then inform the Local Authority Designated Officer (formerly LADO) and the Chair of the Parish Council within 24 hours. (If the safeguarding allegation concerns the Safeguarding Officer the recipient of the allegation will immediately inform the Chairman of the Parish Council).

The Parish Council will always follow the local authority procedures for handling safeguarding allegations against staff, councillors and volunteers.

No attempt will be made to investigate or act before consultation with the Local Authority Designated Officer (formerly LADO) See contact details below.

The Designated Officer can be contacted for advice on a case before making a referral.

Whistleblowing

All Parish staff, councillors and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues towards a child or vulnerable adult and appropriate advice will be sought from the Designated Officer or Safeguarding Team as to how to handle such allegations.

The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the Designated Officer or Safeguarding team.

The Parish Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously.

The Parish Council confirm this safeguarding policy will be updated as and when legislation/best practice changes take place or at least annually.

Section 6

Contacts

Parish Council Designated Safeguarding Officer

Name Teresa Floyd
Telephone 01908 566373
Email Clerk@deanshangerpc.com

All safeguarding incidents and safeguarding allegations against staff, councillors or volunteers should be reported immediately to the Safeguarding officer.

Good Neighbours Safeguarding Lead

Name Jenny walker
Telephone 07879 681745
Email goodneighbours@deanshangerpc.com

The Good Neighbours Safeguarding Lead will advise on project specific procedures and training for volunteers and will report any safeguarding incidents and Safeguarding allegations against a councillor or volunteer to the Safeguarding Officer.

Northamptonshire County Council Local Authority Designated Officer (formerly LADO)

The Council's Safeguarding Officer should report all cases in which a safeguarding allegation is made against a council employee, councillor or volunteer to the local authority Designated Officer, using the referral form
LADOferral@northamptonshire.gov.uk

Northamptonshire County Council Adult Social Services (NASS)

The Council's Safeguarding Officer should report adult safeguarding concerns to NASS
0300 126 1000 option 2 01604 626 938 (out of hours)

Northamptonshire Multi Agency Safeguarding Hub (MASH)

The Council's Safeguarding Officer should report child safeguarding concerns to NASS
0300 126 1000 01604 626938 (out of hours)