



WEST DEAN PARISH COUNCIL AND WEST DEAN CENTRE

SAFEGUARDING POLICY

Introduction

West Dean Parish Council and the West Dean Centre has an obligation to provide a safe and secure environment that will promote the wellbeing of all its users, volunteers, and staff. Key to promoting wellbeing is taking all reasonable steps to ensure, as far as possible, that everyone using the Centre is protected from abuse, whether a child or an adult. This duty is enshrined in the Care Act 2014 and in the Statutory Guidance issued June 2020. (This act repealed the 'No Secrets Act' of 2000)

This policy seeks to ensure that WDPC and the West Dean Centre 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 volunteers, paid and unpaid staff in their practices and clarifies the organisation's expectations.

The principal pieces of legislation governing this policy are:

- The Care Act 2016
- Working together to Safeguard Children 2015
- The Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- The Children Act 2004
- The Adoption and Children Act 2002:
- Care Standards Act 2000
- Human Rights Act 1998
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- The Children Act 1989
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

Activities

The West Dean Centre provides the following activities:

- A Community Centre from which WDPC run services
- A Community Centre which organisations, groups and individuals can hire
- A Community centre which can be hired for private parties and functions
- A children's playground

Whilst these do not include direct services or support for children or vulnerable adults, The West Dean Centre, recognises that a child or an adult may become vulnerable at many stages in their lives.

Our Commitment

West Dean Parish Council is committed, therefore, to ensure that the employees, volunteers, and those who participate in activities run by the organisation have an understanding what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.

DBS

Although the West Dean Centre does not directly organise events or activities West Dean Parish Council acknowledges that should it do so at any time those directly involved and in direct contact with children or vulnerable adults or in a supervisory role will undertake DBS clearance before commencing such contact or activity.

Training

New councillors will be made aware of this policy and undergo awareness training before taking up the role

Any Councillor directly involved for the Centre and in direct contact with children or vulnerable adults or in a supervisory role will undertake further formal training before commencing such contact or activity.

All Councillors will take part in updates of awareness training on an annual basis. Records of participation will be maintained.

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

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 **may** include a person who: Is elderly and frail; Has a mental illness including dementia; Has a physical or sensory disability; Has a learning disability; Has a severe physical illness; Is a substance misuser; Is homeless.

Definition of Abuse

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:

Abuse of Children (<i>NSPCC 2020</i>)	Abuse of Adults (<i>Statutory Guidance, June 2020</i>)
Physical	Physical abuse
Domestic	Domestic violence or abuse
Sexual	Sexual abuse
Harmful Sexual Behaviour,	Psychological or emotional abuse
Grooming (including radicalisation)	Financial or material abuse
FGM	Modern slavery
Emotional,	Discriminatory abuse
Neglect,	Organisational or institutional abuse
Bullying/Cyberbullying/ on-line abuse	Neglect or acts of omission
Trafficking	Self-neglect
Criminal Exploitation	

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers, or others in a position of trust. They may also be relatives, friends, neighbours, or people who use the same services as the person experiencing abuse.

Councillors & Staffs Obligations in Supporting Users

Councillors and staff acknowledge that there are few occasions where they are the organising body providing activity within the Community Centre and its environs. As such they will discharge their duty of care in the following manner:

- 1) Appoint a lead Councillor or the Clerk who will be responsible for.
 - a) Taking receipt of information concerning reported instances
 - b) Record keeping of incidences
 - c) liaising with official bodies as needed including making referrals for instances occurring with staff or volunteers or from activities for which the Councillors undertake responsibility
 - d) Maintaining a display (eg Childline posters) of information to users.
 - e) updating Councillors on the application of this policy including its review.
- 2) Make it a condition of hire that all commercial and charitable organisations supply the West Dean Centre administrator with a copy of their Wellbeing or Safeguarding Policy before commencing their activity.
- 3) Make it a condition of Hire that children's activities are always supervised by a least 3 adults
- 4) Facilities offered by the Parish Council will be inspected on a regular basis and at least annually by a qualified inspector from the Register of Play Inspectors International.
- 5) Display on public notice boards within the building information that will allow individuals to report instances of abuse (Social Services, Police) as well as the name of the Safeguarding lead Councillor
- 6) Councillors will not investigate allegations of abuse but report it to the relevant authorities

- 7) Treat all instances of reported abuse as confidential subject to the norms of privacy but with an underlying principle that anyone reporting abuse must be told that it will be reported to the relevant authorities.
- 8) Where possible, agreement should be obtained from the adult before sharing personal information with third parties.
- 9) All records kept will be held securely.
- 10) will make clients aware of the Safeguarding Policy through the following means
- 11) in the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then the contractor will be asked to provide their safeguarding policy.
 - a. Displaying this policy on the Centre Notice Board
 - b. Publication of this policy on the parish council website
 - c. By reference to it in conditions of hire (see 3 above)

Procedure for Dealing with Allegations of Abuse Made to Councillors or the Clerk

If the Allegation is a report arising from a Hiring Arrangement.

1. Councillor receiving the report must take notes of the conversation recording, those involved, (victim and perpetrator), date, time and location, the nature of the instance.
2. Councillor must tell the person reporting the abuse that the matter, including the record, will be passed onto the Lead Safeguarding Councillor ...
3. Lead Safeguarding Councillor will contact the parents (if concerning a child) and obtain permission to make the referral if it is safe to do so.
4. Lead Safeguarding Councillor contact the relevant official body (Gloucestershire Social Services Safeguarding Children Services Local Authority Designated Officer (LADO) 01452 426994, or (for adults) the Adult Helpdesk 01452 426868) to seek advice and if requested
5. make a formal report if required
6. Lead Safeguarding Councillor will inform the Chairman of the Councillors of the report and maintain confidential records (see Section below)

Procedure for Dealing with an allegation of abuse against a Councillor

1. Councillor receiving the report must take notes of the conversation recording; those involved, (victim and perpetrator), date, time and location, the nature of the incidence
2. Councillor must tell the person reporting the abuse that the matter, including the record, will be passed onto the Lead Safeguarding Councillor who will contact the relevant official body (Gloucestershire Social Services Safeguarding Children Services Local Authority Designated Officer (LADO) 01452 426994, or (for adults) the Adult Helpdesk 01452 426868) to seek advice
3. If requested will make a formal report
4. Lead Safeguarding Councillor will inform the Chairman of the Councillors of the report and maintain confidential records (see Section below)
5. Chairman of the Councillors will inform the Councillor of the allegation and that the matter will be referred for investigation the relevant official body (Gloucestershire Social Services or Police)

6. The Councillor will be placed under suspension from the Parish Council pending the outcome of any investigation. Suspension is a position of neutrality.
7. Councillor will be advised to seek the support of an advocate to accompany them in any investigation.

Alterations and Amendments to this Policy

This policy will be held under continuous review, to ensure that it remains for purpose should Council's direct engagement with children, young people, and vulnerable adults increase at any point. It will be formally reviewed on an annual basis and revised as appropriate.