# Copdock & Washbrook Parish Council
# Safeguarding Policy

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This policy will enable Copdock & Washbrook Parish Council to demonstrate its commitment to keeping safe both adults who may be at risk and children and young people in the community.

## Policy Statement

The policy is in place in order for councillors to work to prevent abuse and know what to do should a concern arise. The policy will enable Copdock & Washbrook Parish Council to:

- Promote good practice and work in a way that can prevent harm and abuse occurring.
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported.

## Definitions

### Child

"Anyone who has not yet reached their 18th birthday". Children Act 1989.

### Adults at Risk

An individual who "Has needs for care and support, is experiencing, or at risk of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect". Care Act 2014.

## Related Policies

This policy will need to be read in conjunction with the following Parish Council policies: Equality and Diversity, Data Protection, Complaints Policy, and any others deemed appropriate.

## Responsibilities of the Parish Council

- To accept the moral and legal responsibility to implement procedures, to provide a Duty of Care for children, young people and adults at risk of abuse, safeguard their wellbeing and protect them from abuse.

- To raise awareness of safeguarding to ensure that everyone can play their part in preventing and identifying and responding to abuse and neglect.

- To ensure that all councillors, volunteers, and any paid members of staff are familiar with the policy and any associated procedures.

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- To work with other agencies within the framework of both the Local Safeguarding Board (LSCB) and the Suffolk Safeguarding Adults Board (SSAB).

- To act within its confidentiality policy and will usually gain permission from adults before sharing information about them with another agency. The safeguarding of a child or an adult who is at risk or if a crime has been committed will override any need for consent.

- To make a safeguarding referral to Customer First as appropriate i.e. if there is an immediate danger or the child/adult is at risk of harm.

- To ensure that all new councillors are provided with a copy of the safeguarding policy.

- To ensure all contractors/partners working directly with the Parish Council meet the safeguarding standards as expected by the Parish Council (A copy of the safeguarding policy must be given to any contractor/partner).

- To require all councillors/volunteers and anyone paid to adopt and abide by this safeguarding policy and to understand their responsibilities therein.

- To monitor and evaluate the policy annually or in the light of any changes to Government legislation and guidance.

- To ensure there is a designated lead person for safeguarding in the Parish Council.

- To ensure that the designated safeguarding lead undertakes LSCB/SAB endorsed safeguarding children and safeguarding adults training for this role and that they attend refresher training every three years.

- To ensure as far as is reasonably practicable that everyone is safe and secure in any facility or environment it provides or facilitates.

- DBS checks will be required if any councillor, volunteer of paid member of staff is required to teach, train, instruct, care for or supervise children or provides advice, guidance to children and/or is carrying out health care, personal care, assisting with cash, bills or shopping or with affairs or transportation for any adult.

- To ensure records are kept of any referrals and any notes, records of conversations concerning that referral are kept in the folder and that it is stored in a secure place with limited access to designated people.

## Responding to Abuse or an Allegation

- Reassure the person concerned.
- Listen to what they are saying.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Don’t promise to keep it a secret.

- Tell the child or adult at risk what you are going to do next to get help to keep them safe.
- Comply with the Parish Council's Data Protection Policy.

## Recording an Allegation

- Use the adult at risk/child's words where possible.
- Record what they are saying.
- Record what you have been told/witnessed as soon as possible.

## Types of Abuse

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect. It is important to note that self-neglect is part of neglect. Adults may also experience financial abuse.

## Allegations Made Against a Councillor/Volunteer/Paid Member of Staff

This should be reported to the designated safeguarding lead, who for the Parish Council will be the Parish Clerk. If appropriate, the designated safeguarding lead will consult with/make a referral to the Suffolk Safeguarding Partnership –

https://www.suffolksp.org.uk/

## Making a Referral

Please dial 999 if the person is in immediate danger.

### For Concerns about a Child

If you have a concern about a child or a young person, you will need to complete and submit a Multi-Agency Referral Form (MARF) using the new secure Suffolk Children and Young People's Portal:

https://www.suffolk.gov.uk/children-families-and-learning/children-and-young-peoples-portals/children-and-young-peoples-portal

The Children and Young People's Portal is an easy to use, secure space where you can complete and send forms directly to the right children's services team.

The first time you complete a form you will be asked to create a new portal account. It's quick and easy to register for an account. To make sure the information you send is secure, you will need to log into this account every time you access the portal.

### For Concerns about an Adult

If you have a concern about an adult and wish to make a safeguarding referral you will need to use the Suffolk County Council Adult Care Portal. The first time you complete a form you will be asked to create a new portal account. It's quick and easy to register for an account and means the information you send to us is secure.
https://adultcareportal.suffolk.gov.uk/web/portal/pages/home