



Donnington and Muxton Parish Council

Safeguarding Policy

Responsibility for the Update of Policy	Clerk to the Council
Date adopted by the Parish Council	10 th October 2022
Policy Review Cycle	Every three years
Date for Policy Review	October 2025

Children and Adults at Risk Safeguarding Policy and Procedures

Policy Statement

- Donnington and Muxton Parish Council is committed to the safeguarding and protection of all children and adults and to taking all reasonable precautions to safeguard the welfare of children and adults at risk when they are using its services.
- The Parish Council will raise awareness of safeguarding to ensure that everyone can play their part in preventing, identifying and responding to abuse and neglect.
- The Parish Council will work within the framework of the Telford & Wrekin Safeguarding Partnership and will refer any concerns immediately to the Telford & Wrekin Council's Family Connect Team.
- If a group or organisation that works with children, young people or adults at risk uses Turreff Hall and/or the Liz Clare Library on a regular basis or works in partnership with the parish council, then the Clerk should check that the group or organisation has adequate procedures for safeguarding.

Definitions

A **child** is defined as a person under the age of 18 (The Children Act 1989).

There is no standard single definition for an adult at risk, but for this policy we are using this simple definition:

An **adult at risk** is someone aged 18 years or over 'who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of harm, abuse, bullying, harassment, mistreatment or exploitation.'

What is Abuse?

Abuse can take many forms and includes:

Physical including FGM

Domestic Violence

Sexual

Psychological or emotional

Financial or material

Neglect or acts of omission

Self-neglect

Organisational

Discrimination

Exploitation or Modern slavery

Some abuse may fall into more than one category. These are difficult and complex issues and advice should be sought whenever necessary.

Safeguarding Officer

The Clerk will be the Council's Safeguarding Officer and will be responsible for: -

- Promoting safeguarding best practice within Donnington and Muxton Parish Council
- Ensuring that safe employment and volunteer recruitment procedures are in place and followed.
- Organising appropriate training for employees, volunteers and members.
- Referring cases to Social Services and supporting staff in the referral process
- Keeping records of all incidents and concerns and storing the records securely

The name and contact details for the Safeguarding Officer will be displayed on the parish council website and on a notice board in Turreff Hall/the Liz Clare library, together with the telephone number and website address for Childline.

Measures to Minimise the Risk of Harm

All staff, volunteers and members need to be aware that they have a responsibility to do what is reasonable to safeguard and promote the welfare of children and adults at risk. To minimise the risk to children, adults at risk and to Donnington and Muxton Parish Council personnel, the following procedures will be followed:

Safe Recruitment

All staff and volunteers whose duties regularly¹ bring them into contact with children, young people and adults at risk will be carefully selected. This will include taking appropriate references and carrying out checks through the Disclosure and Barring Service (DBS).

Enhanced DBS checks will be required if any member, paid member of staff or volunteer carries out 'regulated activities' for adults. That is, providing health care, personal care, assisting with cash, paying bills or shopping or providing transportation in order to receive health care, personal care or social care.

Induction and Training

New employees, volunteers and members will be made aware of the Children and Adults at Risk Safeguarding Policy and Procedures.

The Clerk, as designated safeguarding lead will undertake training for the role and will attend refresher training every three years.

The Clerk will encourage good practice and identify any training needs required.

All employees, volunteers and members will be expected to attend Safeguarding training and Sexual Exploitation training.

Council Premises

Turreff Hall and the Liz Clare Library will be assessed by the Clerk with the Assistant Clerk at least annually for safety for children and adults at risk. This will include fire safety procedures.

Parish Council Events

Risk assessments for events will include an assessment of whether there is any risk of harm to children or adults at risk. Control measures will be put into place to minimise the risk of harm to those involved.

How to Respond to Someone who makes a Disclosure or Allegation of Abuse

- Reassure the person concerned.
- Remain calm and do not show shock or disbelief.
- Listen to what they are saying.
- 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.
- Do not 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 him or her safe.

¹ Regularly is usually defined as once a week or four or more times in a 30 day period.

- Record what you have been told/witnessed as soon as you can, using the child or adult at risk's own words where possible.

Action to take following a disclosure by a child or adult at risk or an allegation against an employee, volunteer or member.

- If a disclosure or allegation about abuse has been made, then it must be referred immediately to the Clerk or in their absence the Chair of Council.
- In the case of an emergency where there is an immediate risk of significant harm the Police should be contacted.
- Where the allegation is against a member of staff, volunteer or member the Clerk should refer to the Chair.
- If the allegation is against the Chair, then it should be referred immediately to the Vice Chair.
- The Parish Council will not become involved in referrals as a third party.
- All disclosures and allegations, however insignificant they seem to be or when they occur, must be referred to Telford & Wrekin Council Social Care as soon as possible since any delay could cause more harm.
- If the referral is made by telephone, it should be confirmed in writing within 48 hours.
- **Parish Council staff and members should never undertake their own investigation.**
- All details about an incident or disclosure should be recorded as soon as possible, and all recordings should be signed and dated.
- Notes of any discussions between employees, members and Clerk must be signed and dated.
- Information relating to individuals and safeguarding is strictly confidential. Any records should be kept secure and separate from other Parish Council documents. Only the Clerk or the Chairman should be able to access these files.

Responding to concerns about a person's welfare where there has been no specific disclosure or allegation

All employees, volunteers and members are encouraged to share concerns with the Clerk. The Clerk will, if appropriate, make a referral to Telford & Wrekin Council Social Care.

Contacting Telford & Wrekin Council with a concern about a child or an adult at risk:

Family Connect Team	01952 385385	Monday to Friday 9 a.m. to 5 p.m.
Emergency Duty Team	01952 676500	Out of Hours

Concerns can also be reported on-line via the Telford & Wrekin Council website.

If someone is in immediate danger phone 999