

BRACEBRIDGE HEATH PARISH COUNCIL

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Safeguarding policy and procedures

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1 Purpose

- 1.1 Bracebridge Heath Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the parish council.
- 1.2 The purpose of this policy is to
- ensure that where possible all facilities and activities offered by the Council are designed and maintained to limit risk to children and vulnerable adults.
 - promote the general welfare, health, and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
 - develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
 - As the Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.
- 1.3 The aim of this policy is to guide role holders of Bracebridge Heath Parish Council should any safeguarding issues arising during their work.

2 Responsibilities and procedures

- 2.1 All role holders shall be made aware, through provision of this policy, of the risk they may face in certain circumstances whilst carrying out their duties. Whilst many role holders will not be involved with vulnerable persons in the performance of their duties, they should be aware nonetheless.
- 2.2 The council shall make appropriate arrangements to ensure that before volunteered or paid members of staff are recruited, that they are interviewed and a minimum of one reference is obtained.
- 2.3 Decisions on whether any person should be DBS* checked for their role within the council will be made by the Personnel committee or by the clerk in consultation with the Chairman of the Personnel committee or the Chairman.
- 2.4 All role holders are to be provided with a copy of the Safeguarding Policy on appointment.
- 2.5 Role holders will adhere to the 'List of Recommended Behaviour' namely:
- A minimum of two adults present when they are likely to be in contact with vulnerable adult or child (e.g. volunteering in the library)
 - Not to play physical contact games
 - Adults to always wear appropriate clothing
 - Ensure that accidents are recorded in an accident book
 - Never do anything of a personal nature for a young person or a vulnerable person
- 2.6 **If you have concerns about a child's welfare**
- In the first instance, discuss your concerns with the clerk to council
 - If the clerk to council is not available, get in touch with the Children's Team at the Customer Service Centre on 01522 782111

- General enquiries, advice and support can also be obtained from the Children's Team within the Customer Service Centre and they can be contacted on the number above 8am until 6pm
- Out of hours contact the Emergency Duty Team on 01522 782333 - including weekends and Bank Holidays

2.7 What to do if you have concerns about an adult at risk

- In the first instance, discuss your concerns with the Clerk to Council.
- If the Clerk to Council is not available contact Lincolnshire County Council's Customer Service Centre on 01522 782155. All calls are treated confidentially.
- If it is out of hours contact the Emergency Duty team on 01522 782333

Remember - If you or someone else is in danger, call the Police (call 999)

2.8 The 4 Rs

- **Recognise** signs of abuse, calls for help, situations that may involve safeguarding issues etc.
- **Respond** to the above in appropriate ways, listen to the person raising the concern, do not promise confidentiality and do not investigate.
- **Record** what was said/what you saw by making a written record with date, time and location noted
- **Report** the concern to either the Clerk to Council or the relevant team at Lincolnshire County Council.

2.9 It is very important to remember the above 4 Rs. Role holders are not responsible for investigating concerns about a child or vulnerable person. Investigating includes in depth questioning of a child, colleagues, parents, physically examining children, taking photographs of injuries.

2.10 Investigating does not mean that role holders cannot talk to a child, colleagues, parents or a vulnerable person, but it is important that this is done in a non-leading way that would not compromise any formal investigation.

2.11 Role holders should not attempt to resolve the situation themselves e.g. make and act upon decisions about how they think the matter should be dealt with. This kind of action fails to take account of any other information that may be held about the vulnerable person e.g. other concerns of which the Lincolnshire Safeguarding Children's/ Adult's Board is aware.

2.12 In the event of a contractor working directly for the Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

3 Definitions

3.1 **A child** is someone that has not yet reached their 18th birthday. The fact that a child has reached 16 years and is living independently does not change their status or entitlement to services or protection under the Children Act.

3.2 **A vulnerable adult** (with care/support needs) is someone who is aged 18 and over who is unable to protect themselves against self-harm or exploitation is or who is or maybe in need of community care services. They may have mental health issues, disabilities, drug or drink related issues for example.

3.3 **Abuse** is a violation of an individual's human and civil rights by any other person or persons.

3.4 **Types of Child Abuse**

- **Physical abuse** - Deliberate physical injury or doing nothing to prevent it happening
- **Emotional abuse** - Persistent emotional ill treatment. It may involve conveying to a person they are worthless, inadequate, or unloved
- **Sexual abuse** - Forcing or enticing a person to take part in sexual activity, not necessarily involving a high level of violence, whether or not a person is aware it is happening
- **Neglect** - When an adult fails to meet basic physical or psychological needs including not providing food, warmth, clothing or medical attention.

3.5 **Types of Adult Abuse**

- **Sexual abuse** - Rape and sexual assault or sexual acts to which the adult at risk has not consented, could not consent or was pressured into consenting.
- **Physical abuse** - Hitting, slapping, pushing, kicking and other physical harm.
- **Domestic violence** - Violence committed by someone in the victim's domestic circle. This includes partners and ex-partners, immediate family members, other relatives and family friends. The term 'domestic violence' is used when there is a close relationship between the offender and the victim.
- **Psychological abuse** - Emotional abuse, threats of harm. Humiliation, blaming, controlling, intimidation, coercion, harassment or verbal abuse.
- **Financial/material abuse** - Theft, fraud, exploitation, pressure in connection with Wills, property or inheritance or financial transactions, or the misuse or theft of property, possessions or benefits.
- **Modern slavery** - The illegal exploitation of people for personal or commercial gain. It **covers** a wide range of abuse and exploitation including sexual exploitation, domestic servitude, forced labour, criminal exploitation and organ harvesting.
- **Discriminatory abuse** - The exploitation of a person's vulnerability which excludes them from opportunities in society.
- **Neglect and acts of omission** - Including ignoring medical or physical care needs and the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Organisational abuse** - The inability to provide a good level of care to an individual or group of people in a care setting such as a hospital or care home, or in a person's own home if they receive care assistance there.

4 **Review**

4.1 The Personnel committee is responsible for the review of this policy on a biennial basis or in response to changes in relevant legislation.

5 **Version control and amendment history**

Date approved	Version Number	Revision / amendments made	Review date
Feb 2025	1.0	New policy	April 2027