



TRAWDEN FOREST
PARISH COUNCIL

Safeguarding Policy

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Trawden Forest Parish Clerk and RFO

Adopted by all Councillors at the meeting on :

Review Date : 12 months from adoption date

Trawden Forest Parish Council Safeguarding Policy

Policy Statement

The policy is in place as everyone has a duty to safeguard children, young people and vulnerable adults thus this document outlines the approach Trawden Parish Council (TFPC) should take if a concern arises.

This policy will be published on the TFPC website, and will be reviewed annually or sooner if any changes to Government legislation and guidance. The policy should be read in conjunction with other TFPC relevant policies: Equality and Diversity, Data Protection, Health and Safety Policy, Complaints Policy.

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.
- To work with other agencies within the framework of both the Local Safeguarding Children's Board (LSCB) and the Lancashire Safeguarding Adults Board (LASB).
- 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 as appropriate i.e. if there is an immediate danger or the child/adult is at risk of harm.
- To ensure all contractors/partners working directly with the Parish Council meets 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 be provided with, read, adopt and abide by this safeguarding policy and to understand their responsibilities therein.
- To ensure there is a designated lead person for safeguarding in the Parish Council and noted on website or by contacting the Clerk. This person will be Councillor Melva Burton.
- 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 checking will be required if any Councillor, volunteer or paid member is required to be directly involved to teach, train, instruct, care for or supervise children or provide 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.
- Inform those hiring TFPC facilities that parents/carers are responsible for their children's safety and the location of a dedicated safe place for lost children is clear and that organisers (not TFPC) need public liability insurance in place and enhanced DBS checks as appropriate.
- To ensure records are kept of any referrals and any notes, records of conversations concerning that referral are kept in a password protected electronic folder that is accessible by the nominated Safeguarding lead, the Parish Council Chairperson and the Parish Council Clerk.
- This policy does not cover Pendle Borough Council premises – they should be covered by their own PBC policy.

- Any CCTV in place that is not controlled by TFPC is not the responsibility of TFPC. It is the responsibility of the owner of it.
- Any individual or group using any TFPC facilities for the purpose of delivering any service to children, young people or vulnerable adults should have and follow their own safeguarding policy, led by their own Safeguarding lead. It should contain appropriate safe working practice (example at <https://learning.nspcc.org.uk/safeguarding-child-protection>).

Allegations against staff and volunteers:

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation should immediately inform the Chair of TFPC.
- TFPC should follow the LSCB website procedures for managing allegations against staff/volunteers. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO).
- All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues (whistleblowing). Appropriate advice will be sought from the LADO or Safeguarding Team.

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/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 words of the adult or child at risk 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. If appropriate, the designated safeguarding lead will consult with/make a referral to the LADO. The procedures for LADO referrals can be found on the LSCB website. Email LADO@lancashire.gov.uk

Making a Referral:

Please dial 999 if the person is in immediate danger.

For Concerns about a Child

If you have a safety/welfare concern about a child or a young person, you may raise it by calling 0300 123 6720 (or between 8.00pm - 8.00am on 0300 123 6722.)

However, where the needs of help and support meet Levels 3 and 4, professionals are able to complete a referral/request for support via the Children's Services Support Hub and Multi Agency Safeguarding Hub (MASH) <https://www.lancshiresafeguarding.org.uk/resources/assessment-and-referral/>

For Concerns about an Adult

If you have a concern about an adult and wish to make a safeguarding referral, use the Lancashire County Council alert form via their portal. https://lancashire-self.achieveservice.com/service/Lancashire_Safeguarding_Adults_Public_Alert_Care

If you would prefer to speak to someone, or you are submitting an alert outside of normal office hours and require an immediate response then call 0845 053 0028.

If you think Adult Social Care can help support someone, telephone them on 0300 123 6720.

Definitions:

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

Adult at Risk - An individual who "Have 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.

LSCB - Local Safeguarding Children's Board (LSCB)

LSAB - Lancashire Safeguarding Adults Board

LADO - Local Authority Designated Officer

DBS - Disclosure and Barring Service