



# **SAFEGUARDING POLICY**

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**Laneshaw Bridge Parish Clerk and RFO**

**Adopted by all Councillors at the meeting on : 10<sup>th</sup> February 2022**  
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# **Laneshaw Bridge Parish Council Safeguarding Policy**

## **SECTION 1**

### **Introduction**

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Parish Council facilities. The Parish Council will review it annually.

### **Definitions**

#### **Children and young people:**

Anyone under the age of 18 years

**Vulnerable Adult:** Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

### **To whom this policy applies**

- This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

## **SECTION 2**

### **Promoting a safe environment**

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Ensure that employees, councillors and volunteers of the Parish Council, are aware of the safeguarding expectations.
- Ensure that the policy includes a requirement that they are safe to work with children, young people and vulnerable adults. (e.g., any adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.)
- Ensure that attendees at functions, e.g. Fireworks evening, are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.

Any Groups who are partaking in events organized by the Parish Council where children, young people or vulnerable adults will be in attendance, Parish Council will require the leaders to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and vulnerable adult policy and have read the Parish Council adopted Policy.
- Ensure leaders make their members aware of their own, and the Parish Council Policy and ensure that it is followed.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Do risk assessments for individual activities.

## **SECTION 3**

### **Safe working practice**

All parties must follow the safeguarding children, young people and vulnerable adult's policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.

- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure they have supplied a first aid kit and telephone. Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

### **Expectations of behaviour**

All parties should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers, as appropriate.

## **SECTION 4**

### **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 will immediately inform the Chair of the Parish Council.
- The Parish Council should follow the Lancashire SCB (Safeguarding Children's Board) procedures for managing allegations against staff/volunteers on the Lancashire SCB website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

Whistleblowing - All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.