



## **Kippax Parish Council Safeguarding Policy**

**Approved: 5<sup>th</sup> May 2022**

**Minute Reference: 028/FC/2223e.**

**Review date: May 2023**

**Chairman, Councillor Martin Eyre**

### **1.0 Introduction**

Everyone has a duty to safeguard themselves as well as children, young people and vulnerable adults. This policy outlines practices that Kippax Parish Council will follow to promote the safety of children, young people and vulnerable adults when using Parish Council facilities or accessing services as well as protecting employees, councillors and volunteers who are acting on behalf of the Parish Council.

This policy will be reviewed annually.

### **2.0 Definitions**

**Children and young people:** anyone under the age of 18 years

**Vulnerable Adult:** anyone over 18 who may be:

- unable to care for themselves
- at risk of abuse or neglect
- unable to protect themselves from significant harm or exploitation
- may need community care services
- unable to manage their finances

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

This policy applies to anyone working for or on behalf of Kippax Parish Council whether in a paid, voluntary or commission capacity including elected and co-opted councillors.

## **4.0 Promoting a safe environment**

### **4.1 Promoting a Safeguarding Culture**

In order to promote a safe environment for children, young people and vulnerable adults, Kippax Parish Council wish to promote a safeguarding culture in all its activities. In order to achieve this, Kippax Parish Council will:

- Provide safe facilities and undertake regular safety and risk assessments for activities
- Ensure that employees, councillors and volunteers are aware of safeguarding expectations
- Make available on public notice boards and to employees and councillors relevant safeguarding contact details for advice and help
- Ensure that when attending events organised by Kippax Parish Council (Community Galas, Christmas Lights etc), parents/guardians who are attending with their children, understand that they are responsible for their children's safety
- Ensure that any employees, councillor or volunteers are safe to work with children, young people and vulnerable adults and appropriate Disclosure and Barring Service (DBS) checks are undertaken for those coming into contact with children, young people or vulnerable adults

### **4.2 DBS Checks**

For employees and councillors, the cost of DBS checks will be covered by Kippax Parish Council. DBS Certificates should be checked and recorded by the Clerk for councillors and the Personnel Committee for employees.

The power to approve expenditure for the renewal of DBS Checks is delegated to the Clerk.

DBS Checks for volunteers should be presented to the Project Lead/Safeguarding Lead for the project on which they are volunteering. The cost of checks for volunteers will not be reimbursed by the council under any circumstances.

- Employees and Councillors will be expected to undertake a Basic DBS Check as a minimum and Enhanced DBS Check where possible via Leeds City Council DBS Services. The DBS Checks will need to be renewed every three years, a register will be maintained by the Clerk.
- Employees and Councillors will undertake DBS checks specifically via Kippax Parish Council. DBS checks obtained via other employment/volunteering, will not be accepted
- Employees or Councillors who refuse a DBS Check, or whose DBS Check returns unspent criminal convictions which are of a safeguarding nature, will not be permitted to participate as an Employee, Councillor or Volunteer at events and activities

organised by Kippax Parish Council where Children or Vulnerable Adults may be present.

- At the Annual Parish Meeting, Employees or Councillors who refuse a DBS Check, or whose DBS Check returns unspent criminal convictions, will not be permitted to undertake a role which involves unsupervised access to Children or Vulnerable Adults, including but not limited to, welcoming attendees, cloakroom or managing refreshment stands.
- Volunteers must present a valid DBS Certificate to the Safeguarding Lead for the project on which they are volunteering. The DBS Check must have been undertaken within the last 12 months. Each activity will have a risk assessment which determines whether a DBS Check is required, whether it is required for every volunteer, or if working in pairs, just one volunteer in the pair.

### **4.3 Safe Working Practices**

For any activities organised by Kippax Parish Council (including, but not limited to, community events and festivals, consultations and meetings, food banks and welfare provisions), the council will:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a DBS check
- Plan activities to involve more than one person being present or at least in sight or hearing of others
- Ensure employees, councillors and volunteers who are working on an activity are registered and their whereabouts and intended action known by the project lead
- Where possible, have male and female leaders working with mixed groups
- For events where children, young people and vulnerable adults are attending without a parent/carer, 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
- Give suitable notice when visiting people's home eg. to deliver a food parcel, and avoid entering people's home unless strictly necessary
- Ensure there is access to a first aid kit and telephone and fire procedures are known - and/or relevant first aid provision provided for events
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips that this is carried out in pairs
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.
- Follow relevant GDPR and Data Protection policies to avoid sharing personal and sensitive data

### **4.4 Expectations of behaviour**

All employees, councillors and volunteers involved in any Kippax Parish Council activity 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.

## 5.0 What should be a cause for concern

Staff and volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child or a vulnerable adult. A child or vulnerable adult may be abused by parents, other relatives or carers, professionals and their peers, and abuse can occur in any family OR in any other area of society, regardless of social class, wealth or geographical location.

Abuse falls into five main categories:

- physical abuse
- emotional abuse
- sexual abuse
- financial abuse
- neglect

All staff and volunteers need to have an awareness that there are many other forms of abuse ranging from Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) through to Female Genital Mutilation (FGM).

Ideally, staff and volunteers who engage with children or vulnerable adults will have accessed appropriate training. For employees and councillors, relevant training will be paid for by Kippax Parish Council. Further information about types of abuse, signs to look for and what to do if you are concerned are also available on the Leeds City Council website:

<https://www.leeds.gov.uk/residents/health-and-social-care>

## 5.1 Reporting Concerns

Employees, councillors and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place.

Employees, councillors and volunteers should never assume that someone else has reported, or is taking action on any concerns. Concerns should not be investigated by employees, councillors or volunteers, all concerns should be passed on to the authorities as detailed below as soon as possible.

- Reporting concerns for an adult: <https://www.leeds.gov.uk/adult-social-care> - 0113 222 4401 (Mon-Fri, 9am-5pm) and 0113 378 0644 (Emergency Duty Team, 5pm-8am, Weekends + Bank Holidays)

- Reporting concerns for a child: <https://www.leeds.gov.uk/residents/health-and-social-care/keeping-children-safe> - 0113 222 4403 (Mon-Fri, 9am-5pm) and 0113 535 0600 (Emergency Duty Team, 5pm-8am, Weekends + Bank Holidays)
- NSPCC Helpline – 0808 800 5000
- If you need medical advice and support fast, but it's not life-threatening, call your GP or NHS 111
- You should always call 999 in an emergency – for example when someone's life is at risk or someone is seriously injured or critically ill.

## **6.0 Allegations against staff and volunteers**

All staff should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is always advisable for interviews or work with individual children of parents to be conducted in view of other adults.

If an allegation is made against a member of staff, councillor or volunteer, the person receiving the allegation will immediately inform the project lead and the Clerk of the Parish Council.

All allegations concerning abuse of children, young people or vulnerable adults must be taken seriously and will be reported to WY Police to investigate accordingly. Whilst under investigation, the staff member, councillor or volunteer will be prohibited from being involved in Kippax Parish Council activity that involves children, young people or vulnerable adults.

## **7.0 Whistleblowing**

We recognise that children or vulnerable adults cannot be expected to raise concerns in an environment where staff or volunteers fail to do so. All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues to the relevant project lead or Clerk and appropriate advice will be sought from the Safeguarding Teams at Leeds City Council.