



Kippax Parish Council

Safeguarding Policy

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M Eyre

Chair, 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 Designated Safeguarding Lead

A Designated Safeguarding Lead (DSL) will be appointed by the Council or Committee, for every event and activity undertaken which involves contact with children, young people and/or vulnerable adults.

The DSL will:

- Be the first point of contact for safeguarding concerns
- Support and advise employees, councillors, and volunteers on safeguarding issues
- Liaise with Leeds City Council and other authorities

The DSL's name and contact details will be clearly displayed at the event or activity

4.3 DBS Checks

- For employees and councillors, the cost of DBS checks will be covered by Kippax Parish Council. Employees and Councillors will be expected to undertake a Basic DBS Check as a minimum, which they must order themselves and reclaim the cost using the council's expenses form.
- Volunteers must undertake a DBS check where the risk assessment undertaken for the activity for which they are volunteering determines that a DBS Check is required. Where a basic DBS check is required, the volunteer must order it themselves and they can reclaim the cost from the Parish Council using the council's expenses form after they have completed four hours of volunteering.
- Where a councillor, employee or volunteer undertakes an activity that requires an Enhanced DBS Check, this will be undertaken via Leeds City Council DBS Services and paid for directly by Kippax Parish Council.
- DBS checks obtained via other employment/volunteering within the last month, will be accepted
- DBS Certificates should be checked and recorded by the Clerk for councillors. The Project/Safeguarding Lead for volunteers and the Line Manager/Liaison Councillor for employees.
- The DBS Checks will need to be renewed every three years, and a register will be maintained by the Clerk.
- The power to approve expenditure for the renewal of DBS Checks is delegated to the Clerk.
- Employees, councillors or volunteers who refuse a DBS Check, will not be permitted to participate at events and activities organised by Kippax Parish Council where children, young people or vulnerable adults may be present.
- Where the DBS check of an employee, councillor or volunteer reveals criminal history, this will be referred to the Personnel Committee to consider and decide whether they will be permitted

to participate at events and activities organised by Kippax Parish Council where children, young people or vulnerable adults may be present.

4.4 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
- 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

4.5 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.
- Report any changes in their circumstances, that would affect their suitability to undertake their duties on behalf of Kippax Parish Council, such as criminal convictions and conditional cautions. These should be reported to the DSL for volunteers, the Clerk for councillors, and the Line Manager/ Liaison Councillor for employees, who will refer it to the Personnel Committee to consider and decide whether they will be permitted to continue participate in events and activities. The volunteer, employee or councillor must also refrain immediately from undertaking any activities involving access to children, young people or vulnerable adults until the matter is resolved.

- Councillors also have a duty to report to the Clerk any of the following changes to their circumstances which will lead to their immediate disqualification from office:
 - Becoming subject to a Bankruptcy Restrictions Order or Interim Order, or a Debt Relief Restrictions Order or an Interim Debt Relief Restrictions order under Schedule 4ZB of the Insolvency Act 1986.
 - Being convicted in the United Kingdom, the Channel Isles or the Isle of Man, of any offence and have had passed on you a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.
 - Being convicted of offences involving corrupt or illegal practices
 - Being convicted for the failure to register or declare disclosable interests under the Localism Act 2011.

5.0 What should be a cause for concern

Employees 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 employees 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).

Councillors, employees and volunteers who engage with children or vulnerable adults must complete basic safeguarding training at least once every three years and DSL's must have undertaken advanced Safeguarding training. Relevant training will be paid for by Kippax Parish Council.

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. Safeguarding concerns should not be investigated by employees, councillors or volunteers, but should be reported immediately to the DSL, or if the DSL is not available, concerns should be reported to the Clerk. In emergencies Leeds City Council or the emergency services should be contacted directly as soon as possible as per the following:

- Reporting concerns for an adult: [Emergency adult social care contacts | Leeds.gov.uk](#) - 0113 222 4401 (Mon-Fri, 9am-5pm except Wednesdays when they open at 10am) and 0113 378 0644 (Emergency Duty Team, 5pm-8am, Weekends + Bank Holidays)
- Reporting concerns for a child: [Report a child protection concern | Leeds.gov.uk](#) - 0113 222 4403 (Mon-Fri, 9am-5pm except Wednesdays when they open at 10am)
- 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.

The NSPCC Helpline can also be contacted for guidance and support on 0808 800 5000 10am–4pm Monday to Friday or by email any time at: help@NSPCC.org.uk

6.0 Allegations against employees and volunteers

All employees 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 an employee, councillor or volunteer, the person receiving the allegation will immediately inform the DSL and the Clerk.

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 employee, councillor or volunteer will be prohibited from being involved in Kippax Parish Council activity that involves children, young people or vulnerable adults. Once the investigation has been completed the outcome will be reported to the Personnel Committee who will determine whether the employee, councillor or volunteer can resume their duties involving children, young people or vulnerable adults.

7.0 Whistleblowing

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

8.0. Acknowledgement

All Kippax Parish Council employees, councillors and volunteers must receive a copy of this policy and sign to acknowledge receipt and that they have been read and understood its provisions.

I have received a copy of this Safeguarding Policy and acknowledge that I have read and understood its requirements and agree to abide by them:

Signed Date

Role: