



BPC Policy to Safeguard Children, Young People and Vulnerable Adults ('Safeguarding Policy')

Binsted Parish Council ('the Council') is committed to providing safe activities and sporting opportunities for Children, Young People and Vulnerable Adults and aims to ensure the highest possible standard of care for those who use our facilities.

1 Policy Statement

Everyone has a duty to safeguard Children, Young People and Vulnerable Adults. This policy promotes good practice in safeguarding for those using Council facilities. The 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 in need of community care services.

To whom this policy applies

This policy applies to:

- councillors, staff, and volunteers working for or on behalf of the Council
- any individual or organisation hiring Council facilities for the purpose of activities that involve Children, Young People or Vulnerable Adults.

2 Promoting a safe environment

To promote a safe environment for Children, Young People and Vulnerable Adults, the Council will:

- Provide safe facilities and do regular safety assessments.
- The Parish Clerk will act as designated Safeguarding Lead and will delegate a Deputy to cover this role when s/he is on holiday.
- The Safeguarding Lead will ensure that employees, councillors and volunteers working on behalf of the Council, and leaders of activities in/on Council facilities, are aware of the safeguarding expectations set out in this Safeguarding Policy.
- Require that members of staff and volunteers working on behalf of the Council who have regular unsupervised contact with Children, Young People or Vulnerable Adults in the course of their duties undergo appropriate Disclosure and Barring Service ('DBS') checks BEFORE commencement of such duties. (For instance, this would apply to people who are hosting regular weekly council-led activities with children.)
- Aim to include relevant safeguarding contacts for help/advice on the Council website and the noticeboard at Binsted Pavilion.

Expectations of behaviour

All staff, councillors and volunteers working on behalf of the Council and the organisers of events and activities in / on Council facilities should:

- Adhere to the Council's Code of Conduct as set out on the Council's Website.
- Report any instances of unacceptable behaviour in breach of the Code of Conduct to the Parish Clerk, Chair of the Council, or parents/carers, as appropriate.

Policy Adopted: February 2023

Date of last review: February 2023 (Item 23/226).

Next Review Due: February 2024

Signed by Chair

Recruitment and selection of employees and volunteers

- On recruitment of Council employees, the Parish Clerk will complete, on behalf of the Council, an application to the Disclosure and Barring Service to confirm that there are no irregularities in any prospective employee's background.
- All employees and councillors, and all volunteers who lead relevant activities, must sign a copy of this Safeguarding Policy and abide by it.

Working with schools, the Fete and sports teams using Council facilities

- When schools, the Fete or sports clubs use Council facilities, the Council expects to be able to see their Safeguarding policies and be reassured that adequate systems are in place.

Other hire of Council facilities

Anyone who hires the Council's facilities for occasions that may include Children, Young People or Vulnerable Adults, even on a one-off basis (for example for a children's party), is required to sign a copy of this Safeguarding Policy to confirm that they will abide by it, to ensure the safety and protection of Children, Young People and Vulnerable Adults.

3 Safe working practice

All users of Parish facilities must follow Council policies and procedures and should take sensible precautions to reduce situations where abuse may occur. For example, users should:

- Plan activities so that more than one person is present or at least in sight or hearing of others; or, inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- If supervising 'unattended' Children, Young People or Vulnerable Adults (i.e. who are attending the event without their normal family member or carers) the adults in charge must have been subject to a Disclosure and Barring Service ('DBS') check.
- Events involving 'unattended' Children, Young People or Vulnerable Adults should always take a register where attendees are 'marked in' and 'signed out' (under 8s must be collected by a parent/carer).
- Ensure that photos or videos of Children, Young People and Vulnerable Adults are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- When activities take place outdoors, ensure activities, breaks and clothing are suitable for the weather conditions and make shelter available where possible.
- Never: do things of a personal nature that Children, Young People and Vulnerable Adults can do for themselves; allow or engage in any form of inappropriate contact; enter changing rooms of the opposite sex when supervising Children, Young People and Vulnerable Adults unless in an emergency; allow Children, Young People and Vulnerable Adults to use inappropriate language unchallenged; or make sexually suggestive comments, even in fun.

Policy Adopted: February 2023

Date of last review: February 2023 (Item 23/226).

Next Review Due: February 2024

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4 Reporting and managing allegations of abuse

What should be a cause for concern

Staff, councillors, volunteers and users of Council facilities should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a Child, Young Person or Vulnerable Adult.

Abuse falls into five main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

Whistleblowing

All councillors, staff, volunteers and organisers of events and activities at Council facilities should be aware of their duty to raise concerns about attitudes or actions considered to constitute abuse to a Child, Young Person or Vulnerable Adult.

Any allegation made by a Child, Young Person or Vulnerable Adult should be recorded and acted upon.

- If a concern about abuse or harm involves a school pupil, the Council's Safeguarding Lead must contact Hampshire social services in the first instance – in general the local school heads have advised that Council should report an incident if it is first point of contact for the incident and the incident did not happen within the school itself.
- Any other alleged breach of this Safeguarding Policy should be referred to the Local Authority Designated Officer at Hampshire County Council to investigate. Hampshire County Council Children's Services can be contacted as follows:
Monday-Thursday 8.30am to 5pm; Friday 8.30am to 4.30pm, phone 0300 555 1384.
At all other times, contact the out-of-hours service, phone 0300 555 1373.
Local Authority Designated Officer at Hampshire County Council: 01962 876364
Email: child.protection@hants.gov.uk
- Should there be a need to investigate an alleged breach of this Safeguarding Policy occurring during a sports activity, the Council may additionally liaise with the relevant sports national governing body (County or Regional Officer).

In no case must the Council make a judgement on whether the allegations have merit for further investigation, as this is a decision for professionals.

5 Keeping this Policy Updated

The Council will update this Safeguarding Policy as and when such legislative/best practice changes take place, or at least annually.

The Council will work with other organisations, including Hampshire County Council, to ensure compliance with changing laws and guidelines in relation to safeguarding.

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Note: The declaration form below is to be completed by relevant parties:

Binsted Parish Council Safeguarding Policy - Councillor, employee, volunteer and event / activity organiser declaration: I have read and fully understood this Safeguarding Policy and hereby declare that I will adhere to the policy and procedures contained therein.

Signed

Name

Date

You should sign and date the attached form and return it to the Parish Clerk at clerk@binstedparishcouncil.org.uk once you have read the policy.

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