

HEMPNALL PARISH COUNCIL SAFEGAURDING POLICY

1. Introduction

1.1 Everyone has a duty to safeguard children, young people and vulnerable adults.

1.2 This policy outlines practices that will promote the safety of children, young people and vulnerable adults using Hempnall Parish Council's facilities.

1.3 This policy will be reviewed regularly.

2. Definitions

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

2.2 Vulnerable adult: anyone over 18 who is unable to care for themselves; unable to protect themselves from significant harm or exploitation; or may need community care services.

3. To whom this policy applies

3.1 This policy applies to anyone working for or on behalf of Hempnall Parish Council whether in a paid, voluntary or commissioned capacity.

4. Promoting a safe environment

4.1 In order to promote a safe environment for children, young people and vulnerable adults, Hempnall Parish Council wishes to promote a safeguarding culture in its premises and activity areas. In order to achieve this, Hempnall Parish Council will:

- provide safe facilities and undertake regular safety assessments;
- ensure that employees and councillors are aware of safeguarding expectations;
- make available on public noticeboards and to employees and councillors relevant contact details (see point 7 below).

4.2 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. If they have concerns, these should be passed on to the authorities as detailed below as soon as possible.

HEMPNALL PARISH COUNCIL SAFEGAURDING POLICY

5. Allegations against staff and volunteers

5.1 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 or parents to be conducted in view of other adults.

5.2 If you suspect abuse

Do:

- Always listen carefully
- Make a note of what has happened or what you are worried about
- Tell someone trustworthy

Do not:

- Confront the person you think is responsible for the abuse
- Destroy the evidence
- Start to investigate the situation

5.3 No attempt should be made to investigate or act on any allegation before consultation with the Norfolk County Council's Adult Social Services on **0344 800 8020**. You may remain anonymous but please give us as much information as possible so that they can follow it up.

5.4 If you wish to seek advice or talk to someone at an independent organisation, contact: Care Quality Commission on 03000 616161

5.5 If you need medical advice and support fast, but it's not life threatening, call your GP or NHS 111 or the police on 101.

5.6 Other useful contacts:

NSPCC Helpline – 0808 800 5000

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. Whistleblowing

6.1 We recognise that children or vulnerable adults cannot be expected to raise concerns in an environment where staff or volunteers fail to do so.

6.2 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 Safeguarding Teams at Norfolk County Council.

7. What should be a cause for concern

7.1 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.

7.2 Abuse falls into five main categories:

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

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

7.4 Ideally, staff and volunteers who engage with children or vulnerable adults will have accessed appropriate training.

7.5 Further information about types of abuse, signs to look for and what to do if you are concerned are also available on the Norfolk County Council website at

<https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern>