

# HAUGHTON PARISH COUNCIL

## Safeguarding Children and Adults Policy

### Policy Statement

Everyone has a duty to safeguard children, young people and those adults with care and support needs who are or may be at risk of abuse or neglect (referred to in this policy as 'adults at risk').

*(Insert)* Parish Council is committed to Ensuring that children and adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

### Policy Objective:

- To protect and promote the welfare of children and adults at risk using or receiving services provided by or commissioned by x Parish Council and to be able to respond where appropriate as a local government organisation.

### Definitions:

#### Safeguarding

- Essentially, protecting children and adults at risk from ill-treatment and harm

#### Abuse:

- Forms of ill treatment, including neglect. Somebody may abuse a child or adult by inflicting harm, or by failing to act to prevent harm.
- The most common types of abuse are physical, emotional, sexual abuse and neglect

#### Children & Young People

- Anyone under the age of 18 years.

#### Adult: An adult who –

- Has needs for care and support (whether or not the local authority is meeting any of those needs),
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

#### Employees, Parish Councillors and Contractors

- Anyone working for, or on behalf of *(Insert)* Parish Council, whether paid or voluntary.

## Taking responsibility for Safeguarding

Parish Councillors, employees and volunteers may notice something which causes them concern when out and about in the district. It is not our role to investigate any signs of abuse. However we do have a responsibility to act if we have any concerns and alert those who can look into those issues.

To take responsibility for safeguarding x Parish Council will:

- Identify someone within the Parish Council who will take lead responsibility for Safeguarding, ensuring that parish councillors and employees understand what safeguarding means, what to look out for and how to pass on any concerns
- Follow safe recruitment practices, including application forms, references and induction
- Identify and meet training needs for those parish councillors and employees who come into contact with children and adults at risk
- Ensure that parish councillors and employees who come into regular unsupervised contact with children and adults at risk during the course of their duties to undergo appropriate Disclosure & Barring Service (DBS) checks
- Require external organisations working with or on behalf of the council who have contact with children and adults at risk to have a Safeguarding Policy and procedures

- Ensure that where x Parish Council hires facilities to external groups for use with children and adults at risk and parents/ carers are not present the group will have their own Safeguarding policies or agree to work to those of x council

Should Parish Councillors, employees and volunteers be concerned by any behaviour, action or inaction which harms a child or adult at risk. If they are unsure whether this needs to be reported as a safeguarding concern they should seek the advice of the person within the Parish Council with lead responsibility.

**Contact information for making a referral regarding a safeguarding concern**

For all child protection issues contact Staffordshire County Council's  
First Response Team based at the MASH on

**0800 1313 126**

[www.staffordshire.gov.uk/health/childrenandfamilycare/homepage](http://www.staffordshire.gov.uk/health/childrenandfamilycare/homepage)

**(Between 8.30am and 5pm Monday to Thursday and 8.30am and 4.30 pm on a Friday)**

To make an Adult Protection referral advice should be sought from the  
Adult Protection Contact Centre

**0345 604 2719**

**(Between 8.30am and 5pm Monday to Thursday and 8.30am and 4.30 pm on a Friday).**

**Outside of office hours**

Any concerns relating to a child or adult at risk of abuse and neglect should be directed to  
Staffordshire County Council

**Emergency Duty Service on  
0345 604 2886.**

Alternatively contact

Staffordshire Police Central Referral Unit on

**101**

Or dial

**999 in an emergency.**