

## **ORWELL PARISH COUNCIL**

### **Safeguarding Children, Young People and Vulnerable Adults Policy**

**2019-2020 (amended 21.04.20)**

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#### Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults, Orwell Parish Council is committed to maintain the welfare of people whilst they are using the Parish Council facilities described within this policy.

This policy applies to:

- anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity;
- any individual or organisation hiring the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

#### Facilities

The children's play area, MUGA, football field and pavilion situated at the Recreation Ground on Hurdleditch Road, Orwell are owned by Orwell Parish Council. Orwell Village Hall is owned by the Parish Council. The Village Hall has a Management Trust, which is responsible for the day to day running of the hall.

Orwell Parish Council has no specific person, either Councillors or staff members who are involved in the care of children or adults at the facilities listed above, but will ensure that, should a concern arise, the correct procedure related to this policy are followed.

## Definitions

### Children and young people:

- Anyone under the age of 18 years.

### Vulnerable Adults:

- Anyone over the age of 18 who is:
  - Unable to care for themselves.
  - Unable to protect themselves from significant harm or exploitation.
  - Or may be in need of community care services.

## Safe Environment

In order to promote a safe environment for children, young people and vulnerable adults the Parish Council will:

- Provide safe facilities and ensure regular safety assessments are undertaken.
- Ensure that employees, councillors and leasers of activities using facilities owned or operated by the Parish Council, are aware of safeguarding expectations.
- Display on notice boards the relevant safeguarding contacts for advice and help.
- Ensure that adults hiring facilities owned or operated by the Parish Council who work with young people and vulnerable adults have appropriate child and vulnerable adult protection procedures in place.
- Keeping a written record of reported injuries occurring on Parish Council premises along with details of any treatment given.
- Being aware and vigilant of any inappropriate filming or photography taking place on Parish Council premises and reporting to designated person.

### Hire of facilities to groups for use with children, young people or vulnerable adults:

The Parish Council will require any group using its facilities to:

- Have public liability insurance.
- Have a suitable safeguarding child, young people and vulnerable adults' policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced Disclosure and Barring Service DBS checks as appropriate.
- Complete a risk assessment for individual activities.

## Safe Working Practices

All users of Parish Council facilities must follow the safeguarding children, young people and vulnerable adults' policy and procedures at all times, for example they should:

- Never leave children, young people or vulnerable adults with individuals who have not been subject to a Disclosure and Barring Service (DBS) check.

- Plan activities to involve more than one person being present or at least in sight of hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out.
- Ensure that photos or videos of individuals are not taken without written permission from parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure they were a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

### Code of Conduct for Users of Parish Council Facilities

- Treat each other with respect
- Show consideration of other groups using the facilities
- Treat the facilities provided with due care and respect
- Provide an example of good conduct that you wish others to follow
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leasers, Parish Councillors, the parish Clerk or parents and carers, as appropriate.
- Encourage an open atmosphere within user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of activities

### Safeguarding Contact Details

Contact	Telephone
Safeguarding Children Cambridge County Council Care	0345 045 5203 (office hours) 01733 234724 (out of hours)
Safeguarding Adults Cambridge County Council	0345 045 5202 (office hours) 01733 234724 (out of hours)
National Society of the Prevention of Cruelty to Children	0800 800 5000

Date of policy: August 2020

Date of Parish Council meeting approving policy:

Policy version reference: 1.3.19

Supersedes: Orwell Parish Council Safeguarding Policy 2019

Signed: .....

Nigel Szembel, Parish Council Chair

Date: .....