

Safeguarding Children and Adults Policy (ADOPTED MARCH 2018 to be reviewed November 2018)

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').

Keele 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 Keele 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 Keele Parish Council, whether paid or voluntary.

Taking responsibility for Safeguarding

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 Keele Parish Council will:

- Identify someone within the parish council who will take lead responsibility for Safeguarding, ensuring that 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 councillors and employees who come into contact with children and adults at risk
- Ensure that 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 Keele 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 Keele Parish Council

Councillors, employees and volunteers should 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

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

Or via a brief e-mail

firstr@staffordshire.gov.uk

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.