

# FROME VALLEY PARISH COUNCIL

## Child Protection and Safeguarding Policy

### Policy Statement

In the interests of child protection and the welfare and protection of adults with care and support needs, the Parish Council is committed to ensuring that children and adults with care and support needs are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

### Aims

The aim of this policy document is to provide a framework which guides members of Frome Valley Parish Council should any child protection issue or any issues with vulnerable adults arise during or from the work, activities or services provided by Frome Valley Parish Council.

### Policy Objective

- To ensure that, where possible, all facilities and activities offered by the Parish Council are designed and maintained to limit risk to children and adults with care and support needs.
- To promote the general welfare, health, and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- **As the Parish Council does not directly provide care or supervision services to children and adults with care and support needs, it expects all children and adults with care and support needs using its facilities to do so with the consent and the necessary supervision of a parent, carer, or other responsible adult.**

# FROME VALLEY PARISH COUNCIL

## Responsibilities & Procedures

The Clerk and Chairman have been designated as Safeguarding Officers and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Parish Council organised event with children or adults with care and support needs.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Highlighting to all new Councillors and staff the existence of the Child Protection and Safeguarding Policy and where it can be found.
- Keep records in an incident book of any allegations made. If there is a child abuse incident it should be reported to one of the Safeguarding Officers who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and referred to the Council for further action as appropriate and future risk assessment.
- In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or adults with care and support needs may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

## Policy Statements

All suspicions or allegations of abuse against a child or adult at risk of abuse or neglect will be taken seriously and dealt with speedily and appropriately.

Any suspicions or concerns about abuse should be reported either through the Parish Council or directly to the other organisations who have the responsibility for responding to concerns that may arise. Names and contact details are listed below.

The Parish Council will endeavour to keep any premises and facilities provided by it or used by it safe for use by children and adults at risk of abuse or neglect.

# FROME VALLEY PARISH COUNCIL

Activities or events that are organised or take place on parish council land that involve children and adults at risk of abuse or neglect will need to comply with the requirements for safeguarding. It is the responsibility of organisers of such events or activities to ensure that they comply with the relevant legislation and have all the appropriate policies and procedures in place. Each group should have its own safeguarding policy.

Consent should be obtained for any photography.

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

- Treat each other with respect.
- Show consideration for 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 leaders, 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 events and activities.

## **Declaration**

Frome Valley Parish Council is fully committed to safeguarding the well-being of children and adults with care and support needs by protecting them from physical, sexual, and emotional harm and neglect.

All members of Frome Valley Parish Council should be proactive in providing a safe environment for children and adults with care and support needs who are involved in Parish Council activities.

# FROME VALLEY PARISH COUNCIL

## Principle Designated Person

At the time of writing the Principle Designated Person referred to within is:

**Chairman Sara Palmer**

**Manor Field, Frome St Quintin, Dorchester, Dorset DT2 0Hf**

**07786870996**

or if not available:

**Parish Clerk, Mrs Michele Harding**

**West Elworth Farm, Portesham, Weymouth Dorset DT3 4HF**

**07814 016971**

If you are unable to contact the above and you have serious concerns, you should contact one of the agencies listed below for directed advice.

**Social Services office 01305 251034**

**Dorset Police 101 or 999 in an emergency**

**NSPCC Child Protection Help line 0800 800 5000.**

**Any allegations or suspicions of abuse must be reported to the designated person in the first instance.**

Start date of policy	20 <sup>th</sup> March 2023

Signed.....Chairman

# FROME VALLEY PARISH COUNCIL

## Record of Concern

1 of 3

CONFIDENTIAL WHEN COMPLETED

### Checklist for reporting suspected abuse.

Name of Child	
Age and Date of Birth	Ethnicity
Religion	First Language
Disability	Any special factors
Parent's/Carer's name(s)	

Are you reporting your own concerns or passing on those of somebody else? Give details.

Brief description of what has prompted the concerns: include dates, times etc. of any.

Any physical signs? Behavioural signs? Indirect signs?

# FROME VALLEY PARISH COUNCIL

## Record of Concern

2 of 3

**CONFIDENTIAL WHEN COMPLETED**

What is said to have happened or what was seen?

When and where did the incident occur?

Who else, if anyone, was involved and how?

Was the incident disclosed by an affected child or by a third party?

What was said by those involved?

Were there any obvious signs e.g., bruising, bleeding changed behaviour patterns?

Was the child able to say what happened? If so, how did the child describe it?

# FROME VALLEY PARISH COUNCIL

Record of Concern

3 of 3

**CONFIDENTIAL WHEN COMPLETED**

Who has been told about the incident and when?

As far as you are aware, do the parents/carers know of the incident?

Signed:

Dated:

Print Name:

Address:

Home telephone number:

Mobile telephone number:

# FROME VALLEY PARISH COUNCIL

## Declaration for Volunteer Helper

1 of 2

CONFIDENTIAL WHEN COMPLETED

**Declaration from all volunteers working with children and young people.**

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound over Order

Yes

No

If yes, please state below the date(s) and nature of the offence(s)

Signed

Date

Print First name(s)

Print Surname

Any surname previously known by

# FROME VALLEY PARISH COUNCIL

Address:
Telephone Number:
Date of Birth
Place of Birth

You are advised that under the provisions of the Rehabilitation of Offenders Act (UK wide) (1974) (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 (UK) wide) you should declare all convictions, including 'spent' convictions.

I have been given and read a copy of the Council's Child Protection and Safeguarding Policy.

I have understood the policy and know what is expected of me as a volunteer helper.

Signed

Date

I agree to the Council requesting references before accepting me as a volunteer helper. This could be in the form of verbal or written, at the discretion of the committee.

Please give details of a person you would be willing for us to be contacted to give you a reference. Please state relationship.

Name:

Address:

Contact telephone number: