Postwick with Witton Safeguarding Policy

Policy Statement:

Everyone has a duty to safeguard children, young people and vulnerable adults.
The Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

Definitions:

Children and young people:
Anyone under the age of 18 years

Vulnerable Adult:
Anyone over 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

To whom this policy applies

Although Council members are unlikely to be involved with children during the performance of their duties, they must be mindful of the risk they face. This policy applies to members of the Parish Council, Sub-Committee members, any co-opted members of Committees and any volunteers, including any contractors engaged in work on behalf of the Council or Sub-Committees.

It also applies to any individual hiring, leasing or using the Parish Council facilities e.g. the Village Hall for the purpose of delivering any service to children, young people or vulnerable adults.

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, both the Parish Council (where applicable) and the Postwick Social Club Sub-Committee will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, Councillors and leaders of activities in the parish or in/on parish facilities, are aware of the safeguarding expectations.
- Members of staff and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties **MUST** undergo appropriate Disclosure and Barring Service ("DBS") checks BEFORE commencement of such duties.
- Display on the Parish Council web site, Village Hall online Booking system and the Village Hall notice board the safeguarding policy.
- Reference the policy on the Hire Agreement for all hirers to agree to comply with.

Expectations of behaviour

All users of Parish Council facilities, organisers of parish events and volunteers should:

- Ensure that communications, behaviour and interaction is appropriate and professional.
- Treat each other with respect and show consideration for anyone using the Parish facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to

the Safe Guarding leads (currently Matt Riches and Samantha Massingham) or parents/carers/leaders, as appropriate.

Hiring of facilities to groups for use with children, young people or vulnerable Adults

The Postwick Social Club Sub-Committee will require the hirer to:

- Have public liability insurance or, if a small social group which benefits the community, will be recorded and included in the Parish Councils Public Liability Insurance.
- Have a suitable safeguarding policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure the hirers and leaders make their members aware of the Council Policy and ensure that it is followed whilst using the parish facilities.
- Ensure the hirers and leaders have valid enhanced DBS checks as appropriate and know where the first aid boxes are located and how to summon help from the Emergency Services.
- Complete risk assessments for individual activities

Note: Copies of all documentation must be given to the Parish Clerk to keep on record

Safe working practice

All users of the Parish facilities must follow the policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults 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 or hearing of others.
- Where possible, have male and female leaders working with a mixed group.
- For under 8's ensure registers are complete and attendees are marked in and signed out and must be collected by a parent/carer.
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit, telephone and fully aware of the fire exits and emergency procedures.
- When outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Reporting of any allegations:

All Parish Councillors, staff and volunteers must be aware of their duty to raise concerns about the attitude or actions of colleagues. Any allegations or concerns against Councillors, staff, volunteers or sub-contractors must be reported immediately to the Parish Clerk as designated as safeguarding lead, contact details are displayed at the Village Hall. Any concerns or incidents will be referred to the Children's Advice and Duty Service (CADS) or Adult Social Services at Norfolk County Council

Declaration:

All members of the Postwick with Witton Parish Council, and Postwick Social Club sub-committee members and volunteers must read this Safeguarding Policy. Having read the Policy, they must be proactive in providing a safe environment for children, young people and vulnerable adults who are involved in all activities. The Parish Council will review this policy when such legislative/best practice changes take place, when a Safe Guarding lead changes, and, at least annually.

Next review date – October 2027