



BITTON PARISH COUNCIL

www.bittonparishcouncil.gov.uk

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Safeguarding Policy

The policy is consistent with:

- Keeping Children Safe in Education 2016.
- The legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002, and the department for Education statutory guidance “Safeguarding Children and Safer Recruitment in Education”, “Working Together to Safeguard Children”
- The procedures of South Gloucestershire Safeguarding Children Board available on their website, which contains inter-agency processes, protocols and expectations for safeguarding children.

Definitions

Safeguarding and promoting the welfare of children, young people and vulnerable adults is defined for the purposes of this guidance as:

- Protecting them from maltreatment;
- Preventing impairment of children’s health or development ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children and young people have the best outcomes.

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

Safeguarding Policy Statement

Bitton Parish Council recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse. We believe that every child and young person has a right to feel safe and protected from any situation or practice which is likely to result in a child or young person being harmed either physically or psychologically.

The aim of this policy is to safeguard and promote young people’s and vulnerable adults’ welfare, safety and health through clear and accessible responsibilities, agreed processes and procedures and guidance.

There are two main aspects to our Safeguarding policy:

Prevention

- establishing safe environments in which young people and vulnerable adults can socialise and develop;
- raising young people's awareness;
- equipping them with the skills to keep them safe;

Protection

Following agreed procedures, ensuring staff are trained and supported to respond appropriately to safeguarding concerns working with external agencies if appropriate.

Young people's and vulnerable adults' worries and fears will be taken seriously if they seek help from Council employee, worker, councillor or volunteer. Secrecy cannot be promised if concerns are such that referral must be made to the appropriate agencies in order to safeguard the young person's welfare.

Abuse

Child abuse can take a range of different forms. A child or young person being mistreated or abused (sometimes called significant harm) can be defined as physical abuse, emotional abuse, sexual abuse, neglect, child sexual exploitation (CSE) and On line abuse. Child abuse can occur at home, in organisations, schools or groups that the child attends or peer on peer abuse.

New Tracks Youth Club

New Tracks seeks to adopt an open and accepting attitude toward children and young people as part of their responsibility of care. New Tracks hopes that parents and children will feel free to talk about any concerns and will see it as a safe place if there are any difficulties at home.

Bitton Parish recognises that because they have regular contact with children and young people and vulnerable adults, the staff are well placed to observe the outward signs of abuse.

- Establish and maintain an environment where children and young people feel secure, are encouraged to talk and are listened to.
- Ensure children and young people know that there are adults whom they can approach if they are worried.
- Encourage a range of information and advice providers to support children and young people to develop the skills they need to recognise and stay safe from abuse.

The staff fully endorse the principles of multiagency working and will engage their processes where appropriate.

Bitton Parish Council will liaise closely with the Creative Youth Network Team to ensure that their Safeguarding Policies are in place.

Taking Action

If there is an immediate risk to an individual and/or if a crime has just been or is being committed call Emergency services or report the matter to the Police.

Recruitment

The Parish Council and Creative Youth Network will ensure that staff and volunteers are carefully selected, screened, trained and supervised.

- Staffing advertisements should contain a Safeguarding statement to emphasise the Parish Council's Safeguarding commitment
- Bitton Parish Council and Creative Youth Network will ensure the necessary checks are carried out on individuals expected to work with children and young people.
- Qualifications to ensure they are genuine.
- Professional and character references will be sought after offering employment.
- Previous employment history will be examined and any gaps will be accounted for.
- Consent to obtain information to check for conviction for criminal offences against children or adults in accordance with current legislation
- Completion of an application form including a self-disclosure about criminal records
- Verification of identity

Level and frequency of Checks

A Disclosure and Barring service(DBS) check will be obtained where the duties or activities (paid or unpaid) involve the individual in a position of trust for the care and supervision of children and young people. Volunteers will have a routine DBS check

Enhanced DBS

An enhanced DBS check will be obtained where regulated activity with children and young people is undertaken once a week or more in a 30 day period

Induction and Training

It is the responsibility of the Parish Council and designated person to provide access to appropriate and timely safeguarding training for employees, workers, volunteers. Each employee, worker and volunteer has access to the Safeguarding policy. They also need to be aware of the Prevent duty. Online training is available. When there is a concern that young people are developing extremist views, it should be discussed with the designated person.

Disclosures and Concerns

Procedures to follow for possible Alleged or Cases of Abuse.

Any person may seek advice and guidance from the designated person if there are any doubts about how to proceed. Any adult, whatever their role can take action in his or her own right to ensure that an allegation or concern is investigated and can report to investigating agencies.

Written records dated and attributed must be made of what is alleged, noticed and recorded and kept securely and confidentially. Detailed, accurate and secure records will be kept. Individual record retention will be dependent on the outcome of the safeguarding investigation. Advice will be sought from the LADO (local authority designated officer) for all allegations referred.

Passing on a concern

When a disclosure is made or concerns are received from other sources **Do Not**

- Investigate
- Ask leading questions
- Examine the person or promise confidentiality
- Delay in reporting

People making disclosures should be reassured, and if possible at this stage should be informed what action will be taken next.

- As soon as possible write a date and times note of what has been disclosed or noticed said or done.
- Report in writing to the designated person.
- If the alleged abuser is an employee worker volunteer or councillor it should be reported to the Parish Clerk or if it is the Clerk to the Chair of Council.
- Inform the person what action you have taken.

The Designated Persons for Bitton Parish Council

New Tracks Youth Club	Hannah Panes
Bitton Parish Play scheme	Parish Clerk
Swift Sports Coaching	Ryan Elsbury
Safeguarding Lead Councillor	Sue Nash

Designated Person - Main Procedural Steps

- Begin a case file which will hold a record of communications and actions to be stored securely.
- If the initial information reveals a cause for concern about a child /young person it should be reported to the relevant investigating agencies according to the procedures established.

SouthGloucestershireSafeguardingBoard. (www.southglos.gov.uk/safeguarding/children)

South Gloucestershire Access and Response team
01454866000 Monday to Friday 9-5.01454 615165 out of hours and weekends

South WestChild Protection Procedures www.proceduresonline.comswcpp/southglos/index.html
Dial 999 if the child or young person is in immediate danger.

Procedure for allegations against Employees, Workers, Volunteers and Councillors

If an allegation concerns the conduct of an employee, worker, volunteer, or Councillor is received by Clerk or Chair of Council they will inform the Local Authority Designated Officer(LADO 01454866000) on the same day to seek advice about what action to take and how and when the alleged abuser will be informed of their rights under the Disciplinary policy whilst investigations take place. The details of the person who reported the suspicion of abuse will be kept from the alleged abuser at all times.

All allegations should be reported within one working day to the Clerk or Chair of Council

External Bookings.

Bitton Parish Council will ensure that booking forms, agreements, and contracts contain the expectation that outside bodies hiring or booking Bitton Parish Council premises must have appropriate safeguarding policies and procedures in place.

Records and Monitoring

Well-kept records are essential to good safeguarding practice. All employees, workers, councillors and volunteers must have a clear understanding about the need to record and report concerns about young people. Designated person is responsible for such records and for deciding at what point these records should be passed over to other agencies. These records must be kept in a secure place.