

# Thornham Parish Council

## Safeguarding Policy 2020

**This policy was adopted by Thornham Parish Council on: 10<sup>th</sup> June 2020**

**It will be subject to annual review by Council at the June PC meeting.**

**Signed :**

**Colin Venes, Chair TPC**

**Date:**

## **SECTION 1**

### **Introduction**

Everyone has a duty to safeguard children, young people and vulnerable adults.

This policy promotes good practice in safeguarding to be adhered to by councillors and their employees.

Thornham Parish Council does not own or manage any hall or sports/play facilities. It hires meeting facilities when required from Thornham Village hall & Playing Field

Members of Thornham Parish Council, Clerk, volunteers and contractors may come into contact with children and / or vulnerable adults through the following activities:

- Council Meetings
- Community Events
- Working in the community
- Day to day in the community

Any contractor working on the Council's behalf will be expected to have their own policy in place or comply with this policy, where applicable.

There are no known 'controlled' activities where councillors, staff, volunteers and contractors will come into direct contact with children or vulnerable people

This policy seeks to ensure that Thornham Parish Council undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately.

The policy establishes a framework to support councillors, staff and volunteers and clarifies the Council's expectations.

The policy will be reviewed annually or updated as and when legislative or best practice changes take place.

The policy will be available on the parish council web-site: [www.thornham.norfolk.co](http://www.thornham.norfolk.co) .

### **Definitions**

Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse

- Emotional abuse
- Bullying including Cyber Bullying/Social Media abuse
- Neglect
- Financial (or material) abuse

### **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**

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

## **SECTION 2**

### **Promoting a safe environment**

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

- Provide safe facilities where required and do regular safety assessments.
- Ensure that employees and councillors are aware of the safeguarding expectations.
- No members of staff or councillors have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties as councillors or council employees;

## **SECTION 3**

### **Safe working practice**

- Ensure they have access to a first aid kit and telephone and know fire procedures when using the village hall for meetings
- When working or volunteering outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

### **Expectations of behaviour**

- Ensure that communications, behaviour and interaction with others should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using any shared facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to the Chair or the Clerk of the Council. The Chair or the Clerk will then decide the next course of action required, if any.

## **SECTION 4**

### **Allegations against staff and volunteers**

- The Parish council should follow the procedures for managing allegations against staff/volunteers on the NCC Safeguarding website. No attempt should be made to investigate or take action before consultation with Norfolk County Council Local Authority Designated Officer (LADO). See contact details below.

LADO Office: [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk) or

LADO Service, Children's Services, 1 Norwich Business Park, Norwich NR4 6DJ.

## **Whistleblowing**

All Parish staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team as to how to handle such allegations. **The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the LADO team.**