

# BAR HILL PARISH COUNCIL

## Safeguarding Children and Adults at Risk Policy

### 1. INTRODUCTION

Bar Hill Parish Council (“The Council”) recognises the responsibility it has in safeguarding children and adults at risk. It acknowledges that children, young people and adults at risk are best protected from harm by high standards of professional practice. This policy is vital to The Council’s role as owner, provider and operator of play areas and recreational open spaces.

This policy applies to all staff, councillors, volunteers and contractors or anyone working on behalf of Bar Hill Parish Council. Information for this policy has been taken from the NSPCC, Cambridgeshire Local Safeguarding Children’s Board and Multi-Agency Safeguarding Hub.

### 2. PURPOSE

The purpose of this policy:

- is to protect, as far as possible, children, young people and adults at risk who use any facility or environment provided by The Council. This includes children of adults who use our services.
- to promote the welfare of all children, young people and adults at risk and to keep them safe.
- to prevent unsuitable people working with children in whatever capacity through the workings of Bar Hill Parish Council

### 3. EQUALITY STATEMENT

The Council understands that the welfare of ‘the child’ is paramount as enshrined in the Children Act 1989. All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse. THE Council is aware that some children can be additionally vulnerable because of the impact of previous experiences, the level of their dependency, communication needs or other issues.

THE Council will work in partnership with children, young people, adults at risk, their parents, carers and other agencies to promote young people’s welfare.

### 4. SCOPE

- The Council shall ensure that anyone employed by the Council will be appropriately checked for suitability when working with or around children and adults at risk by ensuring that staff are DBS checked (formerly CRB) to a standard disclosure unless informed otherwise in which case an enhanced disclosure shall be applied for and references will be sought.
- The Council will provide staff, councillors, volunteers and contractors with the overarching principles that guide our approach to safeguarding and child protection (see Appendix 2: Code of Conduct: working with children and Adults at Risk)
- The Council will ensure that staff, councillors, volunteers and contractors are aware of the procedure to follow if there is a child protection issue.
- THE Council will take advice and guidance from relevant bodies/agencies where

appropriate (see appendix 3: Useful contacts).

- The Clerk to Bar Hill Parish Council will ensure that all staff, councillors, volunteers and contractors are in receipt of this policy, and acknowledgement forms (as at Appendix 4) are duly completed and returned.
- THE Council shall take due consideration to ensure that appropriate training is undertaken by staff, councillors and volunteers as necessary.

- The Council understands and recognises four main types of abuse and will ensure that all staff, councillors, volunteers and contractors are aware of them and alert to types and signs of abuse and the procedure in reporting any concerns. (See Appendix 1: Signs of Child Abuse)

#### 5. REPORTING OF SUSPECTED CHILD ABUSE

- Bar Hill Parish Council will listen and value any concerns raised by any child or adult at risk. A Safeguarding Incident Form will be completed (see Appendix 5) and the appropriate authorities contacted where necessary.
- If there is suspicion of abuse or poor practice taking place, there is a clear obligation to report the matter and following consultation with the Chairman, the Clerk will make the final decision to report to the appropriate authority (under delegated powers).
- The Council will ensure that all stages of reporting are documented and marked *CONFIDENTIAL* and stored securely in compliance with the Data Protection Act.
- The Council will use relevant policies and procedures to manage any allegations against staff and volunteers appropriately.

Document History		
Status	Date	Version
Drafted by Lindsey Bladen	26 June 2022	1
Draft to Council for debate	21 July 2022	
Council Approved	21 July 2022 FC201.22	
Supersedes:		

**BAR HILL PARISH COUNCIL: SIGNS OF CHILD ABUSE****NEGLECT**

Occurs when a parent/carer fails to meet a child's essential needs for food, clothing, shelter or medical care, or when children are left without proper supervision which leaves them unsafe or unprotected.

**Some indications are:*****Poor appearance and hygiene:***

- Be smelly or dirty
- Have unwashed clothes
- Have inadequate clothing, e.g. not having a winter coat
- Seem hungry (turns up to school without having breakfast or any lunch money)

***Health and Development problems***

- Untreated injuries, medical and dental issues
- Repeated accidental injuries caused by lack of supervision
- Recurring illnesses or infection
- Not been given appropriate medication
- Thin or swollen tummy
- Failure to attend any sort of appointments
- Delay in the child's development without other clear cause

***Housing and Family issues***

- Living in an unsuitable/hazardous home environment, e.g. no heating
- Being left alone for a long time
- Taking on the role of carer for other family members

**PHYSICAL ABUSE**

Occurs when parents/carer or other adults deliberately cause physical injuries to a child.

**Some indications are:**

- Unexplained injuries including bruises, burns, bites, fractures
- Vomiting, drowsiness or seizures
- Respiratory problems
- Child may suddenly behave differently
- Child may withdraw from physical contact
- Child may show anxiety about going home

**EMOTIONAL ABUSE**

Occurs when a parent/carer deliberately tries to scare or humiliate a child. It may be that the adult is isolating or ignoring them.

**Some indications are:**

- Child uses language, acts or knows things you would not expect them to know for their age
- Child struggles to control strong emotions or has extreme outbursts
- Child may seem isolated from their parents
- Child may lack social skills or have few, if any, friends

**SEXUAL ABUSE**

Occurs when an adult or older child involves a child in a sexual activity to which the child does not or cannot consent because of their age or understanding

**Some indicators are:**

- Child may avoid being alone with people including family members or friends
- Child may appear frightened of a person or reluctant to be with them
- Child may display inappropriate sexual behaviour for their age
- Child may complain about abdominal pains

**BAR HILL PARISH COUNCIL: CODE OF CONDUCT - WORKING WITH CHILDREN AND ADULTS AT RISK**

This code of conduct is principally designed to safeguard children and adults at risk and is a guide to all Bar Hill Parish Council staff, councillors, volunteers and contractors who may come into contact with the groups listed, during the course of their activities. By following this code of conduct you will reduce the likelihood of any misinterpretations of your actions. It is key for you to remember that you have been allocated a position of trust and responsibility and you must act in accordance with this.

There are a number of things that you must ensure do not happen whilst you are working or volunteering for Bar Hill Parish Council

**DO:**

- treat all of those involved equally with respect and dignity – offensive, discriminatory or aggressive behaviour will not be tolerated.
- understand your role in any policies and procedures, e.g. child protection, health and safety – be clear about what you should do if a concern about the safety or welfare of a young person arises.
- co-operate fully with other officers, volunteers and contractors.
- show respect for your peers and participants, and treat them how you would want to be treated yourself.
- understand that inappropriate behaviour will be followed up by the appropriate person.
- act as a role model for other young people; your behaviour may influence others
- ensure that permission is sought from parents for any photographs or video of children or young people. These must only be retained by Bar Hill Parish Council.
- remember that your behaviour towards participants to whom you are in a position of trust should reflect your role.
- be vigilant of changes in behaviour and inappropriate conduct in other members and report where necessary

**DO NOT**

- spend time alone with children out of sight of others.
- take or drop off a child alone unless you are following agreed procedures and have agreed safeguards in place.
- take children to your home.
- allow or engage in any form of inappropriate touching or physical abuse.
- take part in or tolerate behaviour that frightens, embarrasses or demoralises a child or young person or affects their self-esteem.
- make sexually suggestive comments to a child, even in fun.
- allow allegations made by a child to go unchallenged, unrecorded or ignored.
- make a child cry as a form of control.
- do things of a personal nature for children or adults at risk that they can do for themselves.
- contact children or families individually via Facebook or any other social media including mobile phones.
- make promises that you cannot keep. All allegations or disclosures on child protection issues must be reported on.
- Avoid showing favouritism and/or forming special friendships.

**BAR HILL PARISH COUNCIL: USEFUL CONTACTS**

Cambridgeshire Local Safeguarding Children's Board  
Scott House  
5 George Street  
Huntingdon PE29 3AD

Tel: 01480 373522  
Fax: 01480 376377  
Email: [lscb@cambridgeshire.gov.uk](mailto:lscb@cambridgeshire.gov.uk)

**Children Social Care Services**

Tel: 0345 045 1362 (Mon-Thurs) 8am – 5:30pm, (Fri) 8am – 4:30pm  
Out of Hours Emergency Duty Team Tel: 017322 234724

**Multi-Agency Safeguarding Hub**

Tel: 0345 045 1362  
Email: [MASH.C&F@cambridgeshire.gcsx.gov.uk](mailto:MASH.C&F@cambridgeshire.gcsx.gov.uk)

**Emergency**

If a child is in immediate danger or left alone, you should contact the police or call an Ambulance (call 999).

**NSPCC**

NSPCC Helpline  
42 Curtain Road  
London EC2A 3NH

Tel: 0808 800 5000  
Text: 88858  
Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

BAR HILL PARISH COUNCIL:

**SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY  
ACKNOWLEDGEMENT FORM**

**Dated:** **until further notice**

I have read and been informed about the content, requirements, and expectations of the Safeguarding Children and Adults at Risk Policy for staff, councillors, volunteers and contractors of Bar Hill Parish Council. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment/contract and my continuing working relationship with Bar Hill Parish Council.

I understand that if I have questions, at any time, regarding this policy, I will consult with the Parish Clerk.

Please read the Safeguarding Children and Adults at Risk Policy carefully to ensure that you understand the policy before signing this document.

Signature: .....

Printed Name: .....

Capacity: .....

Receipt By: .....

Date: .....

## Safeguarding Incident Report Form

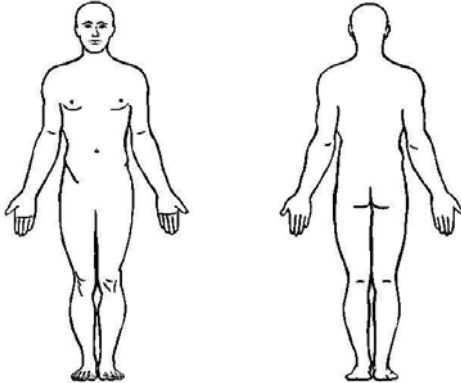
Information provided on this form will only be used for this purpose and will be stored confidentially in accordance with all Data Protection Laws relevant at the time.

Please use clear print in blue or black ink.

**Information about You**

Name:	
Address:	
Email:	
Tel:	

**Details about the Incident**

Date & Time of Incident:	
Name of Individuals involved:	
Location of where incident happened:	
If you have noticed unexplained injuries/marks on a child please indicate on the image below.	

Brief description of incident/conversation (make clear distinction on what is fact / opinion / hearsay) and use extra paper where necessary. Please use exact quotes where possible:



**Details of Reporting Procedures**

Brief outline of action/advice taken or given, including other services/people contacted at this time:	
Was the person involved informed that this information would be passed on?	Y/N
Details of any witnesses to the incident/conversation including names:	
Date form was completed:	
Date information was passed on to relevant authorities:	
<b>Any further actions required by the Council. To be completed by Parish Clerk only.</b>	

Signed by: .....  
 (Clerk as Officer with Delegated Powers)

Date: .....