

St Keyne & Trewidland Parish Council

Draft Safeguarding Policy

Our statement

This council takes its responsibility seriously under the current legislation to safeguard and promote the welfare of children, young people and adults, and to work together with other agencies to ensure that there are adequate arrangements within our organisation to identify and support those who are suffering harm. Where someone is suffering significant harm, or is likely to do so, action will be taken to protect that person.

1 Why we have this Policy

1.1 Every Town and Parish Council has a statutory duty to ensure the safety and welfare of children, young people and vulnerable adults. The purpose of this Safeguarding Policy is to provide a framework for safeguarding and ensure that:

- All children, young people and adults are safe and protected from harm;
- Other elements of provision and policies are in place to enable children, young people and adults to feel safe and adopt safe practices; and
- Everyone (e.g. Councillors, council staff, volunteers) is aware of the expected behaviours and the council's legal responsibilities in relation to safeguarding and promoting the welfare of children, young people and adults.

1.2 This policy is based on the following **Key Principles**:

- Keeping children, young people and vulnerable adults safe is everybody's business (by Law, individuals up to the age of 18 are considered to be children).
- You must never keep concerns about safety, abuse or neglect to yourself.
- It is not your responsibility to investigate concerns but you should tell an appropriate professional about it - if you see something, say something.
- As community leaders, we should all be aware of other peoples' needs and vulnerabilities.

1.3 This document sets out why the council believes that safeguarding awareness is important, and explains what the Council will do. An appendix sets out some key signs of abuse that Councillors should be aware of. Links to more detailed documents are listed below.

2.0 Who is responsible

2.1 Cornwall Council operates telephone helplines and professional support where concerns or incidents of abuse can be reported. They are confidential to all parties. Details are in an Appendix attached.

This will be created once the policy has been agreed.

3.0 What is the responsibility?

3.1 We have a statutory responsibilities to risk assess situations where the council and its members may interact with residents; to undergo awareness training; and to report issues.

3.2 Ethical responsibility. The job of the council is to represent the interests of the community, and understanding the needs of our residents is an important part of the role as a councillor.

4.0 What we will do

4.1 Councillors and staff have a responsibility to pass on any concerns reported to them or any they observe. If you have significant concerns for someone's immediate safety you should call 999.

4.2 Councillors' first step should normally be to share their concerns with another councillor who can help to agree what is the appropriate next step. We call this other person a Designated Person (see 4.3 below).

4.3 The Parish Council will create two posts for the role of 'Designated Person' to whom concerns and incidents should be reported within the Council. One of the DPs will be the parish clerk and the other will be a portfolio holder, chosen and confirmed each year at the annual parish council meeting. The DPs will undergo additional training and are expected to lead and champion the council's safeguarding agenda. The Clerk's Office will maintain a log of reports made to the DPs.

This will need a change to the Clerk's Job Description and a new role description for the portfolio holder

4.2 Parish councillors are not expected to be safeguarding experts but as part of their position in the community, are expected to have a greater awareness of the signs of abuse and know how to make an appropriate intervention.

4.3 Safeguarding awareness will be included as part of councillor induction, and appropriate training will be added to the council's Training Policy.

This will need a change to the council's Training Policy and Induction Programme and suitable training for councillors to be identified.

4.4 The council will formerly assess situations where safeguarding may be an appropriate concern, for example, at events it organises or meetings. Records of assessments and their outcomes will be logged.

This will need a risk assessment template.

4.5 The council will raise awareness of its safeguarding responsibilities to other stakeholders in the parish, and will act as a point of contact for residents who may need signposting to professional help.

Once our own systems are working, how should we encourage other groups to join our initiative? We may have things to learn from them too.

5.0 Legal

5.1 Information sharing: any information collected by the Designated Persons is secured under the council's General Privacy Notice and the 2018 Data Protection Act.

Protection for people making reports to the DPs

6.0 Further reading

6.1 References from Cornwall Council

Safeguarding Teams

<https://www.cornwall.gov.uk/health-and-social-care/what-is-safeguarding/>

Safeguarding Adults

<https://www.cornwall.gov.uk/health-and-social-care/adult-care-services/safeguarding-adults/>

Authors: John Hesketh, Parish Clerk; Kevin Shovelton, Chair.

Date: 8 June 2023