

Pilning & Severn Beach Parish Council

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Document Control

Version 1

Last agreed date: 2nd April 2024

Next Review date: September 2025

Safeguarding Children, Young People and Adults at Risk Policy

Pilning & Severn Beach Parish Council provides the following activities:

- Play equipment
- Allotment sites

Whilst these do not include direct services or support for children, young people and vulnerable adults Pilning & Severn Beach Parish Council recognises that safeguarding those members of society is everyone's business and that all may become vulnerable at many stages in their lives.

Pilning & Severn Beach Parish Council is committed to ensuring that children and adults at risk are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

The purpose of this policy is:

- to protect from harm, all children, young people and adults at risk, who receive Pilning & Severn Beach Parish Council's services.
- to set out the overarching principles that guide the Parish Council's approach to safeguarding.

This policy applies to employees, casual workers, councillors and volunteers, 3rd party contractors of other organisations working by contractor partnership with the Parish Council.

1. Legal Framework:

Protecting Adults at Risk: The Care Act (2014) sets out clear legal framework for how local authorities and other parts of the system should protect adults at risk of abuse and neglect.

Safeguarding Children: The Children's Act 1989 and Working Together to Safeguard Children 2018 (updated in 2022) sets out clear legal framework for how local authorities and everyone else working with children and young people, should protect them from abuse and neglect.

Other legislation that should be considered when we are protecting children and adults at risk includes but not limited to:

- The Children's Act 2004
- The Female Genital Mutilation Act 2003
- Serious Crime Act 2015



- Data Protection Act & GDPR Regulations (2018)
- Equalities Act (2010)
- Human Rights Act (1998)
- United Nations Convention on the Rights of the Child 1989
- Modern Slavery Act 2015
- Mental Capacity Act (MCA) 2005, and The Deprivation of Liberty Safeguards 2009 (DoLS) an amendment to the Mental Capacity Act 2005

Pilning & Severn Beach Parish Council seeks to keep children, young people and adults at risk safe by:

- empowerment - supporting and encouraging people to make their own decisions and informed consent;
- valuing, listening to and respecting the thoughts, feelings and opinions of others;
- appointing a nominated lead and a deputy lead member for safeguarding.
- adopting child protection and safeguarding best practice throughout our policies and procedures for staff and volunteers.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know and follow our policies, procedures and behaviour codes, confidently and competently.
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance.
- sharing information about safeguarding and good practice via leaflets, posters, group work and one-to-one discussions.
- signposting to safeguarding support, so everyone using Pilning & Severn Beach Parish Council's services knows where to access support if they have a concern.
- sharing concerns and relevant information with agencies who need to know, and involving all who are concerned, appropriately.
- managing any allegations against staff and volunteers appropriately.
- creating and maintaining a safe environment by applying health and safety measures in accordance with the law and regulatory guidance.
- ensuring that we have effective complaints and whistleblowing measures in place.

2. Safeguarding Adults at Risk

Safeguarding is defined as protecting an adult's right to live in safety, free from abuse and neglect. Adult safeguarding is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time ensuring the adult's wellbeing is promoted including having regard to their views, wishes, feelings and beliefs in deciding on any action. Professionals and other staff should not advocate 'safety' measures that do not take account of individual wellbeing.

Safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs); and
- Is experiencing or at risk of, abuse or neglect; and
- As a result of their care and support needs is unable to protect themselves from either the risk or experience of abuse or neglect.

2.1 What is Abuse?

Abuse is when someone causes us harm or distress. It can take many forms, ranging from disrespect to causing someone physical or mental pain. It can occur anywhere, in private homes, professional facilities or services e.g. care home or hospital, or in a public place. It can be intentional or unintentional and will likely happen when someone doesn't have the skills or support needed to care for themselves, or someone else.

Professionals and others should be vigilant in looking beyond single incidents to identify patterns of harm. To see these patterns, it is important that information is recorded and shared appropriately.

Abuse can take many forms and the circumstances of the individual case should always be considered.

There are 10 types of abuse listed in the Care Act (2014), these are:

- Physical abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- Domestic abuse – including psychological, physical, sexual, financial, emotional abuse.
- Sexual abuse – including rape, sexual assault, sexual acts carried out without the consent of the individual or where the individual was pressured into consenting; sexual exploitation (sex or sexual acts in return for gifts or money);
- Psychological / emotional abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- Financial or material abuse – including gambling, illegal lending, theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery – Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Discriminatory abuse – including racism, sexism, homophobia, that based on a person's impairment or protected characteristic, and other forms of harassment, slurs or similar treatment.
- Organisational or institutional abuse – can include any of the above and is characterised by repeated instances of poor care, intentional or unintentional behaviours resulting from a lack of knowledge, poor professional practice or an imbalance of power because of the structure, policies, processes and practices within an organisation.
- Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Self-neglect – neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

We also need to consider and act on concerns for radicalisation, sexual and criminal exploitation and honour-based abuse (a crime or incident committed to protect or defend the "honour" of a family or community).

3. Safeguarding Children and Young People

Safeguarding children is defined in Working Together to Safeguard Children 2018 as:

- Protecting children from maltreatment.
- Preventing impairment of children's mental and physical 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 to have the best possible outcomes.

3.1 What is Child Protection?

Child Protection is what we do to protect children who, we believe, are at risk of abuse, neglect or exploitation or have otherwise been harmed. It is the response we take when we suspect that the child is suffering or likely to suffer significant harm.

Significant harm is laid out under Section 47 of The Children's Act 1989 where it states that:

- Serious harm includes, but is not limited to case where the child has sustained, as a result of abuse or neglect a) potentially life-threatening injury or b) serious or likely long-term impairment of physical/mental health or physical, intellectual, emotional, social or behavioural development.

3.2 What is Abuse and Neglect?

It is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or other children or young people. (Working Together to Safeguard Children 2018)

There are 4 categories of abuse, these are:

- Physical – A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- Sexual – Involves forcing or enticing a child or young person to take part in sexual activities. The activities may involve physical contact and may also include non-contact activities, Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- Emotional – The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.
- Neglect – The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development

It is important that professionals also consider that abuse might not fit in to one of these categories and we also need to consider:

- Honour Based Abuse
- Sexual Exploitation
- Criminal Exploitation
- Modern Day Slavery
- Female Genital Mutilation
- Radicalisation

- Online harm
- Domestic Violence

Professionals must be observant and look beyond any single incident and build up a picture of what is happening to that child. We must be professionally curious and record all our concerns and report them appropriately.

4. Safeguarding Principles

The principle of safeguarding underpins everything we do and is fundamentally important in keeping children, young people and adults at risk, safe and protected.

With regards to adults at risk there are 6 main principles to follow:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

With regards to children, we must adopt a child centred approach in everything we do and we must hear the child's voice. We need to understand that safeguarding is everyone's responsibility, and this must be considered when working with children or adults at risk.

5. Responding to a Safeguarding Concern

How you respond to someone if you suspect, or have been informed, there has been abuse or neglect can have an immense impact on the child, young person or adult at risk.

Any person should attempt to seek advice and guidance from the Designated Safeguarding Lead (DSL)/Deputy DSL if there are concerns for the safety and wellbeing of an individual, and/or if there are any doubts about how to proceed. Any person, whatever their role, can take action in their own right to ensure that an allegation or concern is investigated, and can report to investigating agencies.

- If an individual is in immediate danger, the member of staff/volunteer/person identifying the concern should call 999 immediately, and report to their line manager/DSL/Deputy DSL as soon as possible.
- All staff/volunteers/persons should take the disclosure or allegation seriously and understand their responsibilities.
- Staff/volunteers/persons should ensure the person is safe and supported. They should listen carefully and remain calm. They should be sympathetic and offer reassurance and acknowledge that the disclosure or allegation will be taken seriously, and that they will report this to their manager/person in charge of shift.
- Staff/volunteers/persons must record everything that is said, in the disclosing person's words. They need to log the date, time and those present at the disclosure. It should also be noted, where and when the person disclosed and the circumstances during which the disclosure was made. A Pilning & Severn Beach Parish Council Safeguarding Incident Form must be completed.
- When responding to safeguarding concerns, ensure you communicate in a sensitive and respectful manner, using language the person will understand, consider use of communication aids/language line if required.

Inform the disclosing child, young person or adult at risk that you are required to share the information, explaining what information will be shared and why. Seek consent to share the information if it is safe to do so and if you are not putting the person in further risk or danger. If you are at all unsure of what to do discuss this with the DSL/Deputy DSL or contact the South Gloucestershire Council (SGC), Access & Responses Team (ART) or Adult Safeguarding team.

At no point in this process must staff/volunteers/persons promise to keep this information to themselves. They should not press for more information, ask leading questions or put words into the victim's mouth. For examples of good practice of open questions, to gain further information, follow the TED model:

1. Tell me
 2. Explain to me
 3. Describe to me
- Staff/volunteers/persons must never stop someone whilst they are disclosing something
 - Where relevant, staff/volunteers/persons may need to preserve any evidence of e.g. the person's physical condition, their clothing, property. For example, if there is evidence of physical abuse, then record this on a body chart, or if there is evidence of a phone call made or message written (e.g. bullying messages)
 - Any disclosures or allegations should be clearly recorded at the earliest opportunity and these records will be stored securely and confidentially.

Designated Safeguarding Lead/Deputy DSL

This person is responsible for:

- Beginning a case file. This will hold a record of communications and actions in a coherent chronological order. (using incident form that needs to be forwarded to Parish Clerk/Designated Safeguarding Lead).
- Supporting staff who have raised any child protection concerns.
- being the first point-of-call for all of the staff and volunteers and make sure you are approachable.
- Communicating with organisations committee/trustees ensuring they are kept up-to-date with safeguarding concerns.
- Challenging poor practice amongst staff and volunteers.
- If the file reveals a cause for concern about a child, young person or adult at risk it should be reported to SGC Safeguarding teams (see section 10). They should also be contacted for advice as needed. Do not delay in reporting or seeking advice.
- Exceptional circumstances: if it is feared that the child, young person or adult at risk might be at immediate risk on leaving the premises, take advice from the South Gloucestershire Council safeguarding teams. If there are clear signs of physical risk or threat, the Police should be contacted immediately. If a parent arrives to collect their child, the employee, worker, volunteer or responsible adult has no right to restrict/prevent parental access.

6. Position of Trust and Whistleblowing

'Position of trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children or who works with adults at risk.

As stated in Working Together to Safeguarding Children 2018, you have a duty and responsibility to disclose any concerns about the conduct of another person. If the concern is regarding unsafe or poor practice of a member of staff or volunteer that has a position of trust, and they have:

- behaved in a way that has harmed, or may have harmed, a child

- possibly committed a criminal offence against a child
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

Whether you are working with children, young people or adults at risk, the matter must be discussed with the Designated Safeguarding Lead (DSL)/Deputy DSL or line manager. They will decide what action needs to be taken and when it involves children. For further advice, the Designated Safeguarding Lead (DSL)/Deputy DSL or line manager may contact specialist services, detailed in section 12 below.

The DSL/Deputy DSL can keep you informed about the action they've taken, but they can only share with you information that you need to know.

If you feel that your concern has not been taken seriously by the DSL/Deputy DSL, you must take your concern to an external organisation. If it involves children, you may also contact the specialist services, detailed in section 12 below, or LADO (Local Authority Designated Officer) yourself.

It is the organisations legal duty to protect anyone whistleblowing and must have systems in place to support you. Follow the organisation's Whistleblowing Policy.

7. Record Keeping

Records must be kept of all safeguarding concerns reported and actions taken even if they have not been raised to the Local Authority. Please use the Pilning & Severn Beach Parish Council Safeguarding Incident Form.

Your record should be legible, timely, factual and accurate and should include:

- date and time of the disclosure or allegation
- place where the conversation was held
- a description of what was said and done, by whom and in whose presence;
- appearance and behaviour of the person making the disclosure, including any injuries observed;
- if the abuse was witnessed, write exactly what you saw;
- do not add opinions or interpretations;
- signed and dated by the person making the record.

Well-kept records are essential to good safeguarding practice. All employees, workers, volunteers and persons must have a clear understanding about the need to record and report concerns about young people. The DSL/Deputy DSL for the Parish Council is responsible for such records and for deciding at what point these records should be shared with other agencies.

Records relating to actual or alleged abuse or neglect, and safeguarding records for children and adults, are stored confidentially and separately to other sensitive information, with access confined to Designated Persons. This is to prevent access to sensitive material by those who do not need to know.

It is equally important to record when actions have not been taken and why e.g. if it is deemed that there is not enough information at the time and that you are going to continue to monitor the situation. Direction on actions required/not required will be instructed by the DSL/Deputy DSL.

The Staffing Committee will receive an annual Safeguarding report.

8. Information Sharing

Sharing the right information, at the right time, with the right people is fundamental to good practice in both adult and child safeguarding.

Section 45 of The Care Act (2014) covers the responsibility of others to comply with requests for information from the Safeguarding Adults Board. Sharing information between organisations as part of day-to-day safeguarding practice is covered in the common-law duty of confidentiality, the Data Protection Act 2018, Human Rights Act 1998, and Crime and Disorder Act 1998.

Information Sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers 2018 is a non-statutory advice document that has been produced to support practitioners when deciding to share information. It complies with The GDPR and Data Protection Act 2018. It is for all frontline practitioners and senior managers working with children, young people, parents and carers who have to make decisions about sharing personal information on a case-by-case basis. It states:

7 golden rules of information sharing:

- Ensure information is necessary, proportionate, relevant, adequate, accurate, timely and secure
- The General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing.
- Be open and honest with the individual (and/or their family where appropriate) about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- Seek advice from other practitioners, or your information governance lead, if you are unsure about sharing information, without disclosing the identity of the individual where possible.
- Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. If you at all unsure of what to do discuss this with the DSL/Deputy DSL or contact SGC ART or Adult Safeguarding team.
- Consider safety and wellbeing of the person at the centre of concerns
- Keep a record of your action taken and the reasons for it.

9. Safe Recruitment

Pilning & Severn Beach Parish Council will ensure all necessary checks are carried out on individuals expected to work with children, young people, and adults at risk:

- Completion of an application form including a self-disclosure about criminal records;
- Consent to obtain information to check for convictions for criminal offences against children or adults in accordance with current legislation;
- Receipt of DBS check where required;
- Receipt of two references;
- Verification of qualifications;
- Verification of identity.

The following statement to be included on recruitment literature for roles involving children, young people and/or adults at risk:

Rehabilitation of Offenders Act 1974

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs that are not 'spent'. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'. However for this job, employers are allowed to ask about these offences, as it includes working with children or vulnerable adults, and will require a check on previous convictions (including those deemed to be spent), plus details of any cautions, reprimands, warnings, bind overs or no case to answer. It is your responsibility to declare all of these.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

9.1 Level and Frequency of Check

A Disclosure and Barring Service (DBS) check will be obtained where the duties/activities (paid or unpaid) involve the individual in a position of trust for the care, supervision or personal needs of children, young people, or adults at risk. This will normally apply to situations where the individual has direct contact with relevant individuals or groups on a regular basis but may also apply where there is a higher level of contact over a short period, or where the individual will have access to sensitive personal information in written, verbal or electronic format.

It is not expected that everyone who has any contact with children, young people, or adults at risk, is DBS checked. There needs to be proper consideration given to the level, frequency and context of the activities to be undertaken.

a. Enhanced DBS Check

An enhanced DBS check will be obtained where Regulated Activity with children, young people, or adults at risk is undertaken e.g. working in a specified place, frequently (once a week or more often of 4 days or more in a 30 day period) with the opportunity for contact with children, young people, or adults at risk, in unsupervised specified activity (e.g. members of the Pilning & Severn Beach Parish Council). The Parish Council requires that casual youth workers or volunteers have an enhanced DBS check. It is the responsibility of the member of staff to subscribe to the portable update service to enable rechecks to be made at a frequency appropriate to the role undertaken (best practice is at least every 3 years)

b. Basic DBS Check

A basic disclosure will be obtained for any staff at appointment who fall outside of "Regulated Activity" criteria but are in regular situations where contact with children, young people and adults at risk occurs (e.g. Parish Council office staff, site staff and mobile cleansing operative). The update service need not be subscribed to but rechecks made at a frequency appropriate to the role.

c. Volunteers

DBS checks will not be routinely undertaken for Parish Council volunteers (except volunteers who work within the youth work team), but risk assessments will be in place to assess whether there is a need to do so.

d. Employees

If the Parish Council undertakes a DBS check for an employee, during the annual appraisal process, employees who have been DBS checked are to be asked if there have been any changes to their DBS status.

In accordance with the requirements of the Parish Council insurers, records for DBS checked posts will be retained for a period of 25 years in terms of job application, training, results of DBS check, along with risk assessments and records of complaints and suspicions of breaches of the Parish Council's Safeguarding Policy.

e. Councillors

Basic DBS checks be undertaken for the Chair and Vice-Chair of the Council at the commencement of their term in office as the nature of their roles mean that there is a small chance that they may find themselves in 1 to 1 situations with children, young people or adults at risk, but subscription to the update service will not be required.

10. Roles and responsibilities

All staff employed and volunteers are responsible for:

- Recognising and responding to allegations or disclosures of abuse or neglect
- Reporting and recording any allegation or disclosure of abuse or neglect
- Having professional curiosity
- Listening to the person, and hearing their voice
- Escalating concerns to Designated Safeguarding Lead or line manager if they feel they haven't been listened to
- Undertaking training & updates appropriate to their job role
- Reading and understanding this policy, including any reviews

Designated Safeguarding Lead/Deputy Designated Safeguarding Lead:

- Provide expert safeguarding advice and support to all staff & volunteers on any queries or concerns.
- Ensure information has been referred to statutory agencies of any safeguarding concerns for example the Local Authority Children's Partnerships or Children's social services or Adult Safeguarding team.
- Provide a culture for staff & volunteers to express concerns and to ensure that all employees, workers, councillors and volunteers know the signs of possible abuse and know what to do if they have concerns or suspicions.
- Provide safeguarding supervision and support during the referral system and any Section 47 enquiry.
- Keep up to date with new developments in Child Protection and Safeguarding.
- Regularly review and update safeguarding children and adults at risk policy.
- Develop good working relationships with local authority safeguarding teams to ensure accountable, partnership working.
- Consult with Children's Partnership, children's social care, adult safeguarding team, family support services, and LADO, for support and guidance.
- Ensure quality assurance processes are in place to ensure the safeguarding policy is understood and followed.
- Conduct any internal investigations as identified from a whistleblowing allegations or allegations of low level concerns.

The designated persons are:-

Pilning & Severn Beach Parish Council

- Designated Senior Person for Safeguarding: Designated Safeguarding Lead (Parish Clerk)
- And in their absence: Deputy Designated Safeguarding Lead (Chair)

11. Induction and Training

Appropriate and timely training will be provided where necessary and the Safeguarding Policy made available.

12. South Gloucestershire contact information

To report a concern about a child or young person:

- South Gloucestershire Access & Response Team (ART) can be accessed for advice or information contact on 01454 866000 Monday to Friday 9-5 or via compass@southglos.gov.uk
- 01454 615165 out of hours and at weekends
- South Gloucestershire Safeguarding Children's Board Website:
- www.southglos.gov.uk/safeguarding/children
- Local Authority Designated Officer (LADO) 01454 866000
- South West Child Protection Procedures:
- <http://www.proceduresonline.com/swcpp/southglos/index.html>
- If a child or young person is in immediate danger, then please dial 999 and ask for police assistance

To report a concern about an adult at risk:

- South Gloucestershire Council Customer Service Desk Adult Care Team can be accessed for advice or information contact 01454 868007 Monday to Friday 9-5
- 01454 615165 out of hours and at weekends
- South Gloucestershire Safeguarding Adults Board Website:
- www.southglos.gov.uk/safeguarding/adults
- If an adult at risk is in immediate danger, then please dial 999 and ask for police assistance

Remember – any internal investigations do not replace any criminal investigation by the Police.

Useful information:

Access and Response Team (ART): the formal referral for support. You will require the details of the individual/clear concerns/you know what support you are requesting.

Compass: for advice and guidance for children, young people and families, a light touch first step that can be escalated to an ART referral if required.

Local Authority Designated Officer (LADO) – will deal with concerns relating to activities from any organisation or group e.g. unregulated sports groups, where those coaching/ managing/hosting activities for children are volunteer leaders.

Prevent Project: is counter terrorism, you would only refer/ seek support relating to concerns for radicalisation. Email: preventproject@southglos.gov.uk

Review of This Policy

Pilning & Severn Beach Parish Council will review this policy annually.