



# **NORTH WINGFIELD PARISH COUNCIL**

## **Safeguarding Adults and Children and Young People Policy**

**Policy Approved by Open Spaces Committee – 6 November 2023  
Minute Number OSC 13/11/23  
Policy Approved by Parish Council – 21 November 2023  
Minute Number 07/11/2023 Item a (i)**

**Review Policy – November 2024**

### **1. Introduction**

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

1.2 This policy outlines practices that will promote the safety of children, young people and vulnerable adults who reside within the boundary North Wingfield Parish Council

We recognise that:

- The welfare of children, young people and vulnerable adults is paramount
- Children, young people and vulnerable adults have the right to equal protection from all types of abuse regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.
- Working in partnership with children, young people and their parents/carers, vulnerable adults and other agencies is essential in promoting their welfare.
- Some larger Councils/Town Councils deliver services which can bring employees, members and volunteers into contact with children or vulnerable adults more frequently than a smaller Council.
- That larger Councils may have a designated person for safeguarding and that, advice can be sought from this individual in the first instance. However, this should not preclude a direct referral to Social Care and/or the Police if there is an element of immediate risk.

1.3 This policy is based on our responsibilities under the Children's Act 2004 which places a duty on key people and public bodies, including Councils, to make arrangements to ensure their functions are discharged with regard to the need to safeguard and promote the welfare of children.

1.4 With regards to Safeguarding Adults, there are different issues to consider. Nevertheless, this policy has been developed in line with “No Secrets” government guidance, the Vulnerable Groups Act 2006 and the Care Act 2014.

1.5 This policy will be reviewed annually.

1.6 This policy provides an overview of Derbyshire’s safeguarding adults and children and young people policies. More detailed information/explanation can be found on Derbyshire websites listed on page 5.

## **2. Definitions**

2.1 Safeguarding and promoting the welfare of children, young people and vulnerable adults is defined as:

- Protecting children, young people and vulnerable adults from maltreatment
- Preventing impairment of a child, young person or vulnerable adults’ health or development
- Ensuring that children, young people and vulnerable adults are growing up and living in circumstances consistent with the provision of safe and effective care

2.2 People with special educational needs/disabilities under the age of 25 may be covered by Safeguarding Children and Young People policy rather than Safeguarding Adults, but the reporting mechanism is the same and Social Care will decide which procedures need to be followed.

2.3 Children and young people: anyone under the age of 18 years of age.

2.4 Vulnerable adult: anyone who is 18 or over that is unable to care for themselves; unable to protect themselves from significant harm or exploitation; or may need community care services.

## **3. Purpose of this policy is:**

- To provide Councillors, staff, Contractors engaged on behalf of the Council, or Volunteers with guidance on procedures they should use in the event that they suspect a child, young person or vulnerable adult may be experiencing or be at risk of harm or exploitation.
- To provide protection for the children, young people and vulnerable adults who receive services from our Council/or are using the facilities within the Parish boundary.

## **4. To whom this policy applies**

4.1 This policy applies to anyone connected with North Wingfield Parish Council whether in a paid, voluntary or commissioned capacity. This includes contractors that the Council may ask to undertake work on behalf of the Council.

## **5. Promoting a safe environment**

5.1 In order to promote a safe environment for children, young people and vulnerable adults, North Wingfield Parish Council wishes to promote a safeguarding culture within its boundary. In order to achieve this, North Wingfield Parish Council will where applicable:

- provide safe facilities\* and undertake regular safety assessments;
- ensure that employees, volunteers and councillors are aware of this safeguarding policy;
- make available on public noticeboards and/or its website and to employees, volunteers and councillors relevant contact details for whom they should contact if concerns are raised.
- Ensure care is taken if holding virtual meetings to which members of the public, including young people, may be present.

\*facilities may include buildings, play areas/sports areas/an area that the Council has responsibility for.

5.2 Employees, Councillors and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on to the authorities as detailed in Section 8 as soon as possible. As a minimum, it is recommended that all employees, Councillors and any volunteers are made aware of this policy.

5.3 It is good practice to write down your concerns so that this can be shared with the Local Authority staff who receive referrals. A template for recording is shown in Appendix 1

5.4 When recording details please ensure Data protection laws and regulations are followed.

## **6. Training and Awareness**

All Councillors, paid staff, volunteers and contractors should be advised of this policy and that basic safeguarding children, young people and safeguarding adults' awareness training is available. There are a number of short videos available on the Derbyshire Safeguarding Adults website that provide awareness raising. Where training is undertaken, a record of attendance should be maintained by the Clerk. A refresher session should be undertaken on a bi-annual basis. Safeguarding children training must be commensurate with government guidance "Working together to safeguard children 2018" and updated in 2022.

## **7. Dealing with allegations or concerns against any employee, contractors used by the North Wingfield Parish Council, paid staff or volunteers including Councillors**

7.1 All staff, Councillors and volunteers should take care not to place themselves in a vulnerable position with a child, young person or vulnerable adult. Where undertaken, it is always advisable for any interviews or work with individual children or parents to be conducted in view of other adults. When dealing with children, young persons or vulnerable adults safeguarding issues should be considered in advance where possible.

7.2 No attempt should be made to investigate or act on any allegation before consultation with “Call Derbyshire” the County’s Safeguarding Children’s and Adults teams.

7.3 If an allegation is made, or a concern is raised about a member of staff, Councillor or volunteer the Clerk should contact Call Derbyshire. If the allegation or concern involves the Clerk, the Chair of the Council should contact Call Derbyshire. Making contact with Call Derbyshire may also be referred to as referral.

**Call Derbyshire: 01629 533190**

**Monday to Friday 08.00 – 20.00**

**Saturday: 09.30 – 16.00**

**Out of these hours:**

**Call Derbyshire: 01629 532600**

You should always call 999 in an emergency – for example when someone’s life is at risk or someone is seriously injured or critically ill.

## **8. Recruitment and selection.**

Advertisements of posts (e.g. for Clerks) and application packs should make reference to the commitment of North Wingfield Parish Council to safeguarding children, young people and adults.

Further, more detailed information can be found at:  
[www.saferrecruitmentconsortium.org/GSWP](http://www.saferrecruitmentconsortium.org/GSWP) Sept 2019

## **9. Reporting**

9.1 We recognise that children, young people or vulnerable adults cannot be expected to raise concerns in an environment where staff or volunteers fail to do so.

9.2 All Councillors, 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 Call Derbyshire team on the number shown above. This action may be referred to as a referral.

## **10. What should be a cause for concern**

10.1 Councillors, staff and volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child/young person or a vulnerable adult. A child, young person or vulnerable adult may be abused by parents, other relatives or carers, professionals and their peers, and abuse can occur in any family or in any other areas of society, regardless of social class, wealth or geographical location.

10.2 Abuse falls into five main categories in children, young people and adults:

- physical abuse
- emotional abuse
- sexual abuse
- financial abuse
- neglect

10.3 All Councillors, staff and volunteers need to have an awareness that there are many other forms of abuse. These are classed as specific safeguarding issues. Further information regarding these specific issues can be found on the Derby and Derbyshire Safeguarding Children Partnership and Derbyshire Safeguarding Adults websites.

10.4 Ideally, Councillors, staff and volunteers who engage with children, young people or vulnerable adults should normally be required to have training if they engage with children, young people or vulnerable adults regularly.

10.5 Further information about types of abuse, signs to look for and what to do if you are concerned are also available on the Derby and Derbyshire Safeguarding Children Partnership website and Derbyshire Safeguarding Adults website.

[www.ddscp.org.uk](http://www.ddscp.org.uk) [www.derbyshiresab.org.uk](http://www.derbyshiresab.org.uk)

## **11. Related North Wingfield Parish Council policies/documents.**

- Code of Conduct
- GDPR policy 2018
- Complaints policy
- Safer Recruitment legislation

## **12. Other useful contact details:**

NSPCC: 0808 800 5000

Childline: 0800 11 11

Age Concern Advice Line: 0800 678 1602

## **Appendix 1**

### **Template for recording concerns**

**North Wingfield Parish Council**

Your name:

Your position:

Child/Adult name:

Child/Adult address:

Approximate age of the child/adult:

Date and time of disclosure:

What the child/adult reported: Use the person's own words

Your observations:

Your signature:

Print name:

This information should be passed to Call Derbyshire

Appendix 2

**Possible notice Regarding Safeguarding:**

**North Wingfield Parish Council**

**Information to parents/carers/members of the public**

Welcome to this facility in this village. We hope that you enjoy your visit.  
Please remember this is a community space open to all.

We wish to ensure the safety and welfare of all who use this space/facility and would recommend that Children under 10 years of age should not be left unaccompanied.

If you are concerned that the safety and wellbeing of a child, young person or vulnerable adult is in question you can contact our Clerk on: 01246 856451 or Telephone Call Derbyshire: 01629 533190 Monday to Friday 08.00 – 20.00  
Saturday 0930 – 1600 At all other times telephone 01629 532600