



## **OLD CATTON PARISH COUNCIL**

### **CHILD & VULNERABLE ADULTS PROTECTION POLICY**

#### **1.0 Introduction**

**1.1** We believe that all children, young people and vulnerable adults have the right to have fun and be safe in the services provided for them and the activities they choose to participate in.

**1.2** We believe that all children, young people and vulnerable adults have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity and to be treated with dignity and respect.

**1.3** We believe that all children, young people and vulnerable adults irrespective of their age, class, religion, culture, disability, gender, ethnicity or sexual preference have the right to protection.

#### **2.0 Child Protection Statement**

**2.1** This Council is committed to ensuring that all children, young people and vulnerable adults are protected and kept safe from harm whilst engaging in services organised and provided by the Council. This Council will also safeguard the welfare of children, young people and vulnerable adults who use the Council's services or who attend activities within its venues, by protecting them from abuse.

**2.2** This policy applies to all situations within the Council's operation, which could potentially involve children, young people or vulnerable adults. Good practice guidelines are provided in this policy to guide staff in the protection of children, young people and vulnerable adults and to protect staff from allegations of abuse and reassure parents.

**2.3** The policy affects every elected member, staff member, volunteer and anyone working on behalf of and/or representing the Council.

#### **3.0 Definitions**

- The term children or young person is used to refer to anyone under the age of 18 years.
- The term vulnerable adults is used to refer to a person who is over the age of 18 and who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation
- The term parent is used as a generic term to represent anyone with legal parental responsibility.
- The terms elected members, staff and volunteers is used to refer to employees, councillors, volunteers and anyone working on behalf of and/or representing the Council, including temporary and agency staff and contractors.

## **4.0 Aims of the Policy**

**4.1** The Council accepts the moral and legal responsibility to implement procedures, provide a duty of care for children, young people and vulnerable adults, safeguard their wellbeing and protect them when they are engaged in services organised and provided by the Council or when they come into contact with the Council staff, those on work experience, elected members and volunteers.

### **4.2** The Council aims to do this by:

- Raising an awareness throughout the Council and beyond of the statutory “duty of care” relating to children, young people and vulnerable adults and actively encourage good practice amongst all staff, elected members and volunteers.
- Creating a safe and healthy environment within all its services, avoiding situations where abuse or allegations of abuse may occur.
- Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults.
- Listening to children, young people and vulnerable adults, minimising dangers and working closely with other agencies.
- Recruiting, training, supervising and supporting staff, elected members and volunteers who work with children, young people and vulnerable adults to adopt the best practice to safeguard and protect children, young people and vulnerable adults from abuse, and themselves against false allegations. Staff and volunteers who work with children, young people and vulnerable adults will be subject to the appropriate level Disclosure Barring Services check.
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Requiring staff, elected members and volunteers to adopt and abide by this policy and guidelines.

## **5.0 Use of Contractors**

**5.1** The Council and its staff, elected members and volunteers should take care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children, young people or vulnerable adults, should have a similarly robust Child Protection Policy, or failing this, must comply with the terms of this policy. Contractors will be monitored by the Officer responsible for the contract.

## **6.0 Procedures**

**6.1** These procedures inform staff, elected members and volunteers of what actions they should take if they have concerns or encounter a case of alleged or suspected abuse.

## **6.2 Responding to Concerns and Allegations:**

It is important that all staff, elected members and volunteers are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. It is not the place of any Officer of the Council to investigate allegations. However, staff, elected members and volunteers do have a duty of care to the child, young person or vulnerable adult which means they must report any suspicions they may have.

**6.3** It is the duty of any member, or council employee or volunteer to report any concerns about a child, young person or vulnerable adult being subject to abuse, receive a disclosure or are aware of Members, or colleagues behaving in an inappropriate manner. All reports should be treated as confidential and with respect to the person raising concern regardless of the outcome.

**6.4** In general there are 3 situations that staff, elected members and volunteers may need to respond to a concern or case of alleged or suspected abuse:

1. Responding to a child, young person or vulnerable adult disclosing abuse, i.e. they make an allegation of abuse
2. Responding to allegations or concerns about a member of staff, elected member or volunteer from your own observation or due to complaint.
3. Responding to allegations or concerns about any other person, i.e. parent, carer, other service user.

**6.5** In the case of an **emergency** where a child, young person or vulnerable adult is in danger phone **999 immediately**.

**6.6** Record in writing all the details that you are aware of and what was said using the child, young person or vulnerable adult's own words, immediately. In your record you should include the following:

- A) The date and time
- B) The child, young person or vulnerable adult's name and address
- C) The nature of the allegation
- D) Your observations – a description of the child, young person or vulnerable adult's behaviour, physical and emotional state and any visible injuries.
- E) Exactly what the child, young person or vulnerable adult said and what you said. Record the child, young person or vulnerable adult's account of what has happened as closely as possible.
- F) Sign and date what you have recorded.

**6.7** Do not ask questions, other than the child, young person or vulnerable adult's name and address. Reassure the child, young person or vulnerable adult that they have done the right thing in telling you.

**6.8** Contact local Social Services or the Police without delay and follow their guidance.

**6.9** Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and discriminated on a need to know basis only, this is usually Social Services or the Police. It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child, young person or vulnerable adult, their family, those who are the subject of the allegations and any child protection investigations that may follow.

**6.10** Informing the parents or legal guardian of a child, young person or vulnerable adult of concerns you may have should be dealt with by Social Services. Parents or legal guardians will not be informed if they are the subject of the allegation. Any individual against whom an allegation has been made has the right to be notified about the cause for concern. This should be done by Social Services and the Police. It is important that the timing of this does not prejudice the investigation; therefore confidentiality is of the utmost importance.

## **7.0 Photography**

Staff, elected members and volunteers should be vigilant at all times regarding people using cameras or videos within Council services and at events which involve children, young people or vulnerable adults. Consent must be sought from parents or legal guardians when cameras and other image recorders are used to picture children, young people or vulnerable adults.

- Do not allow unsupervised access to children, young people or vulnerable adults or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child, young person or vulnerable adult's home.
- The child, young person or vulnerable adult should be happy with having their picture taken.
- Parents or legal guardians must be informed that photographs of their child, young person or vulnerable adult may be taken during Council services, activities or events, and signed parental consent needs to be obtained agreeing this. This must include information about how and where this information will be used.
- The names of children, young people and vulnerable adults should not be used in photographs or video footage, unless with the express permission of the child, young person or and vulnerable adult's parent or legal guardian.

## **8.0 Sources of Information / Support**

### **ChildLine**

Free helpline for children and young people in the UK. Children and young people can talk about any problem

[www.childline.org.uk](http://www.childline.org.uk)

T: 0800 11 11

**NSPCC**

Information for children and adults

[www.nspcc.org.uk](http://www.nspcc.org.uk)

T: 0808 800 50 00

**Samaritans**

[www.samaritans.org](http://www.samaritans.org)

T: 01603 611 311

or Free phone: 116 123

**Norfolk County Council Social Services**

[www.norfolk.gov.uk/children-and-families/keeping-children-safe/report-concerns](http://www.norfolk.gov.uk/children-and-families/keeping-children-safe/report-concerns)

T: 0344 800 8020

At a meeting held by Old Catton Parish Council, on 13<sup>th</sup> February 2017, the aforementioned policy was approved.

**Clerk of the Council** .....

**Date** .....

**Date of the next review** .....

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I hereby confirm that I have received this policy which forms part of the terms of my employment:

**Name:** .....

**Date received:** .....

**Employees Signature:** .....

**Line Managers Signature:** .....