

## Botesdale PC Safeguarding Policy

### Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. Botesdale Parish Council manages the Botesdale play area and occasionally runs events. Most of these events are aimed at family attendance and not specifically for children young people and vulnerable adults. This policy therefore reflects the current operations. This policy will be reviewed every three years or when/if circumstances warrant additional requirements

Botesdale Parish Council wishes to promote a safeguarding culture and will:

- display the referral procedure and contact details on the public noticeboard;
- endeavour to ensure the safety, wellbeing and protection of children and vulnerable adults attending a BPC facility or event, reporting any abuse that may be suspected or discovered;
- provide safe facilities and carry out regular safety assessments;
- ensure that all employees, councillors and volunteers have a copy of the Policy and are aware of their responsibilities;
- ensure that all employees and councillors who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks;
- ensure that all employees, Councillors and volunteers are aware that they have a legal responsibility to refer when a disclosure is made although they are not responsible for deciding whether abuse has taken place.

### Guidelines

While protection guidelines for vulnerable adults differ significantly from those that apply to children, the following guidance offers safe practice for the care of both groups. An event plan should consider and address the following issues:

- Plan the event so as to minimise situations where abuse or neglect may occur.
- Apply agreed procedures for protecting children, young people or vulnerable adults to all team members. Make sure that volunteers are not working on their own or they are at least in sight or hearing of others. Have male and female leaders.  
*Who would be the main safeguarding contact for your event?*  
*Would you need some sort of password for radio contact to indicate a missing/lost child?*  
*Where will be your safe place to escort vulnerable children/adults to if necessary?*  
*What efforts will you make to re-unite the individual with their parent or guardian, as appropriate, or make a referral to statutory agencies as appropriate?*  
*Think about what you would do if a child/vulnerable adult chose to leave your area or refused to go?*
- Inform all volunteers about the signs, and symptoms of abuse and neglect.

### Signs and Symptoms of Abuse

For adults and children, the signs of abuse can often be similar. Abuse for vulnerable groups can generally be viewed in terms of 7 main categories; Physical, Sexual, Financial, Neglect, Psychological, Discriminatory and Institutional.

A child is abused when a parent, carer, other family member or adult known to the child deliberately causes harm, neglects or fails to protect their child from harm.

The following categories are used for children who are subject to a child protection plan and for

statistical recording:

- Physical Abuse
- Sexual Abuse
- Neglect
- Emotional Abuse

For an adult, the definition is wider to include Financial, Discriminatory and Institutional abuse. More information on signs and symptoms can be found on the Suffolk Safeguarding Partnership website.

## **Definitions and key terms**

The legal definition of a child is 'a person under the age of 18'.

The definition of a vulnerable adult is someone aged 18 or over:

- Who is, or may be, in need of community services due to age, illness or a mental or physical disability.
- Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.

Abuse can affect any vulnerable adult, but particularly someone who is, or may be, unable to protect themselves against significant harm or exploitation, for example:

- Older people
- People with mental health problems
- Disabled people
- People with learning difficulties
- People with acquired brain damage
- People who misuse substances.

## **Allegations against employees, councillors and volunteers**

- All employees, councillors and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is advisable for work with individual children or parents to be conducted in view of other adults.
- If an allegation is made against a member of employees, a councillor or volunteer, the person receiving the allegation will immediately inform the Chairman of the Parish Council or lead person at an event.
- If the allegation concerns the lead person at an event, the recipient of the allegation will immediately inform the Chairman.
- The Parish Council should follow the Suffolk Safeguarding Partnership procedures for managing allegations against employees/councillors/volunteers on the Suffolk Safeguarding Partnership website at [www.suffolksp.org.uk/local-authority-designated-officers-lado#gsc.tab=0](http://www.suffolksp.org.uk/local-authority-designated-officers-lado#gsc.tab=0)
- No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

Contact details for Suffolk County Council LADO

Tel: 0300 123 2044

Email: [LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk)