



# COGGESHALL PARISH COUNCIL

## Safeguarding Policy

### Introduction

Everyone has a duty to safeguard children and young people and adults in need of care and protection. This policy outlines practice that will promote the safety of children, young people and vulnerable adults using parish council facilities. The policy will be reviewed by the Parish Council annually.

### Definitions

*Children and young people:* Anyone under the age of 18 years

*Adult in Need of Care and Protection :* Anyone over 18 who :

- Has needs for care and support (regardless of the level of need and whether or not the local authority is meeting any of those needs)
- Is experiencing, or is at risk of abuse or neglect, and
- As a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

### To whom this policy applies

This policy applies to anyone working for or on behalf of Coggeshall Parish Council whether in a paid, voluntary or commissioned capacity.

### Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, Coggeshall Parish Council wishes to promote a safeguarding culture in its premises and activity areas. In order to achieve this, Coggeshall Parish Council will:

- Provide safe facilities and undertake regular safety assessments.
- Ensure that employees, and councillors are aware of the safeguarding expectations.
- Make available on public notice boards and to employees and councillors, the contact details of the following:
  - For concerns about children - Essex Council Children's Social Care (CSC) Initial Response Team (IRT), based at Essex House, Colchester – Tel. **0845 603 7627**
  - For concerns about Adults - Essex Social Care Direct, Essex House, Colchester, **0845 603 7630**
  - The NSPCC **020 7825 2500**
  - [AsKSAL](#), the safeguarding adults line on **03452 66 66 63**.
  - Out of Hours - The Social Care Emergency Duty Team (EDT), **0345 606 1212**

### Responsibilities of all staff

- Employees, councillors and volunteers all have a duty to protect children, young people and adults in need of care and protection but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on as soon as possible.
- Follow the safeguarding policies and procedures at all times, particularly if concerns arise about the safety or welfare of a child or adult in need of support and protection.

- Participate in safeguarding training as required and maintain current working knowledge.
- Discuss any concerns about the welfare of a child or adult with their line manager, or the Chair of the Parish Council.
- Contribute to actions required including information sharing and attending meetings.
- Work collaboratively with other agencies to safeguard and protect the welfare of people in the premises and activity areas.
- Remain alert at all times to the possibility of abuse.
- Recognise the impact that diversity, beliefs and values of people can have.

### **Allegations against staff and volunteers**

- All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for contact with individual children or parents to be conducted in view of other adults.
- No attempt should be made to investigate or act on any allegation regarding staff or volunteers behaviour with children or young people before consultation with the Local Authority Designated Officer (LADO), **03330 139 797**
- The Parish Council should follow the ESCB and ESAB procedures (SET procedures) for managing allegations against staff/volunteers, a copy of which can be found or on the ESCB ([www.escb.org.uk](http://www.escb.org.uk)) and ESAB ([www.essexsab.org.uk](http://www.essexsab.org.uk)) websites

### **Whistleblowing**

All 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 LADO or Safeguarding Teams.

### **What should be a cause for concern- Children and young people:**

Staff and Volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child. A child may be abused by parents, other relatives or carers, professionals and other children, and abuse can occur in any family OR in any other area of society, regardless of social class, wealth or geographical location.

Abuse falls into four main categories:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers need to have an awareness that there are many other forms of abuse ranging from Child Sexual Exploitation (CSE) through to Female Genital Mutilation (FGM).

Ideally, staff and volunteers who engage with children will have accessed appropriate child protection training through the Essex Safeguarding Children Board (ESCB) but further information about types of abuse, signs to look for and what to do if you are concerned are also available on the ESCB website ([www.escb.org.uk](http://www.escb.org.uk)). All agencies, whether statutory, voluntary or other are obliged to follow the procedures laid out on the ESCB website.

### **Adults in Need of Care and Protection:**

Staff and volunteers should be aware of the possibility of abuse to vulnerable adults from the community, relatives, carers or professionals in the areas of:

1. Physical abuse
2. Domestic violence

3. Psychological abuse
4. Emotional abuse
5. Financial or material abuse
6. Modern slavery
7. Organisational abuse

Information is available on the ESAB website (**[www.essexsab.org.uk](http://www.essexsab.org.uk)**)

Appendix 1

Essex LADO information leaflet

Appendix 2

Effective Support for Children and Families in Essex

Appendix 3

SETSAF1 Form ( to report concerns about an Adult in Need of care and protection)