

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

SAFEGUARDING POLICY

Everyone has a duty to safeguard children, young people and vulnerable adults. New Frankley in Birmingham Parish Council is committed to maintaining the welfare of people whilst they are using the Parish Council facilities described within this policy.

This policy applies to:

- anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity.
- any individual or organisation hiring the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

FACILITIES

- The policy applies to the Parish Council if organising activities in the Parish Meeting Room or other hired accommodation. Additionally, the Parish Council is required to ensure that organisers hiring the Parish Council's facilities are fully aware of the requirements of the Council's policy.
- New Frankley in Birmingham Parish Council Parish has no specific person, either Councillors or staff members who are involved in the care of children or adults at the facilities listed above, but will ensure that, should a concern arise, the correct procedures related to this policy are followed.

DEFINITIONS:

Children and young people:

Anyone under the age of 18 years

Vulnerable Adult:

Anyone over 18 who is-

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

SAFE ENVIRONMENT

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and ensure regular safety assessments are undertaken.
- Ensure that employees, councillors and leaders of activities using Parish Council facilities, are aware of safeguarding expectations.
- Display on notice boards the relevant safeguarding contacts for advice and help.

HIRE OF FACILITIES TO GROUPS FOR USE WITH CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS

Parish Council will require any group using its facilities to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and vulnerable adults policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced Disclosure and Barring Service DBS checks as appropriate
- Complete a risk assessment for individual activities.

SAFE WORKING PRACTICES

All users of Parish Council facilities must follow the safeguarding children, young people and vulnerable adults' policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out.
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.

- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

CODE OF CONDUCT FOR USERS OF PARISH COUNCIL FACILITIES

- Treat each other with respect.
- Show consideration for other groups using the facilities.
- Treat the facilities provided with due care and respect.
- Provide an example of good conduct that you wish others to follow.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, Parish Councillors, the Parish Clerk or parents and carers, as appropriate.
- Encourage an open atmosphere within user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of activities.

SAFEGUARDING CONTACT DETAILS

Contact	Telephone
Safeguarding Children Birmingham Safeguarding Children's Partnership Children Advice and Support Service	During office hours Tel: 0121 464 2612 Tel: 0121 303 1888 Emergency out of hours: Tel : 0121 675 4806
Safeguarding Adults Birmingham Safeguarding Adults Board	During office hours Tel: 0121 303 1234 Emergency out of hours: Tel: 0121 675 4806
National Society for the Prevention of Cruelty to Children	Tel : 0808 800 5000

If you think a child, young person or vulnerable adult is in immediate danger - don't delay call the police on 999