

# Kersey Parish Council Safeguarding Policy

This safeguarding policy will enable Kersey Parish Council to demonstrate its commitment to keeping safe both children and adults in the community who may be at risk. It will also ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the harm or abuse is supported.

Kersey Parish Council recognises that it has a fundamental duty of care towards children and vulnerable adults and acknowledges its responsibilities to safeguard their wellbeing and protect them from harm or abuse while engaged in parish council activities or using parish council facilities. Kersey Parish Council is committed to the welfare of children and vulnerable adults and opposes all forms of harm and abuse ie discrimination, exploitation, neglect and manipulation.

The guidelines, as outlined in this policy, aim to protect both children and vulnerable adults from harm or abuse, and also Kersey Parish Councillors, volunteers and employees from false accusation of inappropriate behaviour or abuse.

## Definitions

### Child

“Anyone who has not yet reached their 18th birthday”. Children Act 1989.

### Adults at Risk

An individual who is aged 18 years or over who “Has needs for care and support, is experiencing, or is at risk of, abuse or neglect and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.” Care Act 2014.

### Types of Abuse

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect. It is important to note that self-neglect is part of neglect. Adults may also experience financial abuse.

## Related Policies

This policy will need to be read in conjunction with the following Parish Council policies:

- Equality and diversity policy
- Data protection policy
- Complaints policy and
- any others deemed appropriate

**Responsibility** - Recognising that child and vulnerable adult protection is our responsibility, whether or not our individual roles involve working directly with children and vulnerable adults.

**Accountability** - Actively holding ourselves accountable in maintain these protection standards.

**Behaviour** - Acting as role models of child-friendly behaviours and practices. This includes using appropriate language and dress code.

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**Equality** - Treating all children and vulnerable adults equally with respect and fairness regardless of age, culture, caste, nationality, creed, ethnicity, health status, physical and psychological ability, family situation, sex, language, racial origin, socio-economic status, religious belief and /or sexual orientation.

**Participation** - Ensuring that children and vulnerable adults are supported to practice their right to express views on all matters, which affect them and their surroundings. Their views will be adequately taken into consideration.

**Practices** - Prohibiting offensive or abusive language (including teasing and taunting), and the use of gestures or symbols that could be interpreted as insulting or provocative.

**Confidentiality** - Keeping details of the victims of abuse in reported cases of abuse confidential.

**Partnership** - Working in partnership with local authorities, communities, partner agencies, vulnerable adults, children and families to promote the welfare, health and development of children, and vulnerable adults to protect them from harm.

## Actions

- Respond to, keep a written record of and report actual or suspected concerns, suspicions or violations regarding any kind of abuse or exploitation. See details below.
- Ensure that all activities are safe and risks have been assessed in advance.
- Always work in an open environment and avoid being alone with one child or vulnerable adult. Ensure any private conversation with a child or vulnerable adult is in plain view of others.
- Where possible, obtain written parental or guardian consent if the need arises to administer emergency first aid and/or other medical treatment. Keep a written record of any injury that occurs, along with the details of any treatment given.
- No photography and videography of children without parental consent or vulnerable adults is permitted at any time.

## Responding to abuse or an allegation

- Reassure the person concerned.
- Listen to what they are saying.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Don't promise to keep it a secret.
- Tell the child or adult at risk what you are going to do next to get help to keep him/her safe.
- Comply with the Parish Council's Data Protection Policy.

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## Recording an allegation

A written record must be kept about any concern regarding an adult or child with safeguarding needs. This must include:

- Details of the person involved.
- The nature of the concern.
- Use the adult at risk/child's words where possible.
- Record what they are saying.
- Record what you have been told/witnessed as soon as possible.
- The actions taken, decision made and why they were made.

All records must be signed and dated and then securely and confidentially stored in line with the General Data Protection Regulations (GDPR).

## Reporting

All actual or suspected concerns, suspicions or violations regarding any kind of harm, abuse or exploitation must be reported to the Local Authority as well as to the Parish Council Chair and Clerk.

If a child or vulnerable adult is deemed to be in immediate danger or a crime has been committed contact the police.

## Designated Safeguarding Officer

The Parish Council Chair is the designated safeguarding officer and can be contacted using the following details:

Chair of Kersey Parish Council  
Bridges Farm  
The Tye  
Kersey  
Ipswich  
IP7 6HB

Telephone: 01787 210859

Email: [kerseypc@gmail.com](mailto:kerseypc@gmail.com)

This policy was adopted by Kersey Parish Council at a meeting on 18 January 2021

Minute reference: 13/21