

# **St Nicholas-at-Wade with Sarre Parish Council**

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## **Child and Vulnerable Adults Safeguarding Policy**

(Next review Oct 2022)

St Nicholas-at-Wade with Sarre Parish Council acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice requirements.

This policy is the responsibility of all councillors and staff connected to St Nicholas-at-Wade with Sarre Parish Council.

- Children and young people are defined as those aged under 18.
- 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. For example, a person who: is frail due to age has drug or alcohol problems has a learning disability has serious recognised mental or serious physical ill health or disability.
  - Vulnerability is related to how able an adult is to make and exercise their own informed choice, free from duress or undue influence, and to protect themselves from abuse, neglect and exploitation. There is no hard and fast rule.

The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances and St Nicholas-at-Wade with Sarre Parish Council accepts responsibility to take reasonable and appropriate steps to ensure their welfare.

Failure to comply with this policy will be addressed with immediate effect and may ultimately lead to sanctions later detailed.

- St Nicholas-at-Wade with Sarre Parish Council will promote and prioritise the safety and wellbeing of children and vulnerable adults through the on-going recognition that all Councillors and Officers adhere to the fact that whilst acting on behalf of the Parish Council, every individual regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background have a positive experience in a safe and secure environment, and are protected from abuse at all times.

St Nicholas-at-Wade with Sarre Parish Council acknowledges that some children and vulnerable adults, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

- St Nicholas-at-Wade with Sarre Parish Council will ensure everyone understands their role and responsibility in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable adults.

St Nicholas-at-Wade with Sarre Parish Council's designated safeguarding representative will provide basic guidance in recognising and identifying concerns

and the reporting procedures that the Parish Council have in place for recording and referring these concerns.

Guidance training records will be maintained and securely stored.

- St Nicholas-at-Wade with Sarre Parish Council will ensure appropriate action is taken in the event of incidents/concerns of abuse and support will be provided to individual/s who raise or disclose concern.

Any suspicions of incidents, concerns or actual incidents will be immediately reported to the Parish Councils safeguarding representative who will take appropriate action. Should the suspicion of incident, concern or actual incident concern the designated safeguarding representative, this should be reported to the Clerk who will take appropriate action and ensure all documentation is securely stored.

- Everybody has a responsibility to report any safeguarding concerns over the welfare of children, young people or vulnerable adults. This extends to the identification of signs of abuse; poor practice by staff, councillors and others acting for or on behalf of the council, and allegations brought to our attention by a member of the public.

Reporting safeguarding concerns can prevent serious abuse or harm from happening, or from escalating. Staff and councillors must not attempt to investigate abuse themselves; neither must they confront anyone who is allegedly responsible for abuse nor tell them that allegations have been made about them.

- St Nicholas-at-Wade with Sarre Parish Council will ensure that all records are kept confidential, up to date and stored securely. These files will be retained as per guidance for safeguarding file retention.
- St Nicholas-at-Wade with Sarre Parish Council will ensure staff are trained accordingly in basic safeguarding awareness, in particular, the Designated Officer.
- St Nicholas-at-Wade with Sarre Parish Council will ensure this policy is available on the website along with appropriate contact details as per Appendix A. All Parish Councillors and employees have been given a copy of this policy.
- This policy will be reviewed annually, or in the following circumstances:
  - Changes in legislation and/or government guidance
  - As required by the Local Safeguarding Authority
  - As a result of any other significant change or event

**Sara Archer – Parish Clerk**

## APPENDIX A

### KEY SAFEGUARDING CONTACTS

#### ST NICHOLAS-AT-WADE WITH SARRE PARISH COUNCIL

Gordon Bryant – Safeguarding Officer - 01843 847454 [bryantga@hotmail.com](mailto:bryantga@hotmail.com)

#### THANET DISTRICT COUNCIL

##### Community Safety Team

[Community.safety@thanet.gov.uk](mailto:Community.safety@thanet.gov.uk) 01843 577910

##### Designated Safeguarding Officers

Penny Button – Head of Safer Neighbourhoods [penny.button@thanet.gov.uk](mailto:penny.button@thanet.gov.uk)

Eden Geddes – Community Safety Team Leader [eden.geddes@thanet.gov.uk](mailto:eden.geddes@thanet.gov.uk)

##### Safeguarding Officer

Jo-Anna Beckingham – Safeguarding Officer [community.safety@thanet.gov.uk](mailto:community.safety@thanet.gov.uk)

#### KENT COUNTY COUNCIL

**Childrens Social Services (Duty team) 03000 41 1111**

Out of hours 03000 41 9191

Fax (Last resort) 03000 412345

**Adult Social Services (Duty team) 03000 41 6161**

Out of hours 03000 419191

Fax (Last resort) 03000 412345

#### HEALTH

Community Mental Health Trust (The Beacon) 01843 855200

Mental Health Crisis Team 0300 222 0123

Thanet Mental Health Care Trust Team (QEQM) 01843 225544

**Local Authority Designated Officers (LADO) 03000 41 0888**

Kroner House, Eurogate Business Park, Ashford, TN24 8XU

[KentChildrensLado@kent.gov.uk](mailto:KentChildrensLado@kent.gov.uk)

#### OTHER

##### Channel Panel

[Channel@kent.pnn.police.uk](mailto:Channel@kent.pnn.police.uk)

**Operation Willow : Child Sexual Exploitation Team 01622 652668**

[Cse.team.kent.and.medway@kent.pnn.police.uk](mailto:Cse.team.kent.and.medway@kent.pnn.police.uk)

[Cse.intelligence@kent.pnn.police.uk](mailto:Cse.intelligence@kent.pnn.police.uk)

**NSPCC Child abuse Whistleblowing Helpline 0800 0121 700**

[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Modern Slavery – duty to notify 0800 028 0285**

[DutyToNotify@homeoffice.gsi.gov.uk](mailto:DutyToNotify@homeoffice.gsi.gov.uk)

## APPENDIX B

### Key Safeguarding legislation

<p>The following legislation and guidance underpins this safeguarding policy, associated procedures and duties. This list is not exhaustive and subject to updates.</p>	
<p><b>Legislation/ guidance</b></p>	
<p><b>Modern Slavery Act 2015</b></p>	<p>Introduced a new duty for the Local Authority to report to the National Crime Agency about any potential victims of modern slavery or trafficking</p>
<p><b>Serious Crime Act 2015</b></p>	<p>New offence of 'Controlling or coercive behaviour'</p>
<p><b>Counter Terrorism and Security Act 2015</b></p>	<p>Introduced a national Counter Terrorism Strategy, with four strands:            Prevent – people from becoming involved with terrorism or supporting extremist ideals            Pursue – those involved in activity supporting terrorism            Protect – strengthen infrastructure and improve resilience            Prepare – mitigate the impact of an attack            The Act also introduced new duties to ensure a local Prevent action plan is formulated and a duty to report those who could be vulnerable to radicalisation or exploitation into extremist activity.</p>
<p><b>'Working Together' (updated) guidance 2018</b></p>	<p>Revised in 2018. Sets out how organisations should work together to safeguard and promote the welfare of children.            A copy can be found here:  <a href="https://www.gov.uk/government/publications/working-together-to-safeguard-children--2">https://www.gov.uk/government/publications/working-together-to-safeguard-children--2</a></p>
<p><b>'Care and Support' Statutory Guidance 2016</b></p>	<p>Provides guidance on sections 42-46 of the Care Act 2014 and replaced the 'No secrets' Guidance of 2000.            Sets out how providers of health and social care functions should work jointly to Safeguard Vulnerable Adults and fulfil statutory duties set out in the Care Act 2014.            A copy can be found here:  <a href="https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance">https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance</a></p>
<p><b>The Care Act 2014</b></p>	<p>Outlines the responsibility of Local Authorities to carry out safeguarding enquiries where it is suspected that someone is suffering or at risk of abuse or neglect.            It also introduces the responsibility of Local Safeguarding Adults Boards, in order to bring together key local partners to focus on safeguarding strategy and practice.</p>
<p><b>Anti-Social Behaviour, Crime and Policing Act 2014</b></p>	<p>Chapter 12, part 10: Introduced forced marriage as a criminal offence, punishable up to 7 years imprisonment. It also applies to UK nationals overseas.            Introduced new tools and powers to tackle Anti-Social Behaviour, which could be used as sanctions to safeguard victims.            Also introduced the Community Trigger case review process and Community Remedy to encourage greater transparency for victims.</p>
<p><b>Protection of Freedoms Act 2012</b></p>	<p>Made amendments to criminal records checking processes, to ensure more rigorous relevance. Formerly known as Criminal Records Bureau (CRB) now Disclosure and Barring Service (DBS)            Also introduced an update service, allowing employers to check for changes since last record check.</p>

<b>Crime and Security Act 2010</b>	Introduced Domestic Violence Protection Orders (DVPO), from March 2014, Police and magistrates can issue a DVPO where there is insufficient evidence to charge a perpetrator, but conditions can be placed on them by way of this order, much like bail, to protect victims for up to 28 days.
<b>Apprenticeships, skills, Children and Learning Act 2009</b>	Section 9 makes amendments to the Children's Act 2004, regarding the establishment of Children's Trust Boards. Names 'relevant partners' (Which includes district councils) as having a duty to cooperate in making arrangements to improve wellbeing and have power to pool budgets and share resources.
<b>Safeguarding Vulnerable Groups Act 2006</b>	Created the Independent Safeguarding Authority (ISA) which aims to prevent unsuitable people working with children, young people and vulnerable adults across all services.
<b>Mental Capacity Act 2005</b>	Made it an offence to neglect or deliberately ill-treat a person who lacks capacity
<b>Children Act 2004</b>	Section 11 places a statutory duty on district councils to make arrangements to ensure that in discharging their functions they consider the need to safeguard and promote the welfare of children. Section 10 outlines the duty to promote inter-agency cooperation between named agencies (including district councils) Section 13 requires each local authority to be a statutory partner in Local Safeguarding Children's Boards.
<b>Sexual Offences Act 2003</b>	Replaced the Sex Offenders Act (1997) and incorporated 50 new offences including a new 'Grooming' offence. Offences also included the use of the internet in child abuse and to abuse positions of trust, as well as a new definition of rape.
<b>Female Genital Mutilation Act 2003</b>	This act made Female Genital Mutilation (FGM) illegal in this country. It is an offence to undertake the procedure and assist others, including UK nationals overseas, except in specific medical grounds.
<b>Homelessness Act 2002</b>	It is a requirement for the Council to refer homeless people with dependent children, who are ineligible for homelessness assistance or who are intentionally homeless to Children's Social Services, as the child could be at risk of harm.
<b>Adoption Act 2002</b>	Expanded the definition of harm, in the Children Act 1989, to include witnessing domestic violence.
<b>Sexual Offences (amendment) Act 2000</b>	Introduced the concept of 'abuse of trust', whereby an adult could commit an offence in engaging in sexual activity with someone younger than them if they are seen to be in a position of trust, even if the young person is above the age of consent (16).
<b>Care Standards Act 2000</b>	Sets out a regulatory framework and service standards for regulated services such as residential care. Part 7 makes provision for the Protection of Vulnerable Adults (POVA) scheme to prevent abusers working with vulnerable adults.
<b>Local Government Act 2000</b>	The Council has a responsibility to address the needs of children and young people living in the area.
<b>Protection of Children Act 1999</b>	Sets out the framework to enable employers to check on the suitability of employees to work with children, and builds upon the Police Act 1997 which established the Criminal Records Bureau (Now Disclosure and Barring Service)
<b>Human Rights Act 1998</b>	Sets out the rights of children and families to challenge what they perceive to be infringements.
<b>Children Act 1989</b>	Section 17 – Children in need. The Local Authority has a duty to

	<p>safeguard and promote the welfare and wellbeing of children within their area who are in need.</p> <p>Section 47- Children at risk. The Local Authority has a duty to make enquiries when there is reasonable cause to suspect that a child or young person living in their area is suffering or is likely to suffer significant harm.</p> <p>The Children Act 1989 defines 'harm' in section 31 as: ill-treatment, impairment of health or development, including impairment suffered from seeing or hearing the ill treatment of another.</p>
<b>Children Act 2004</b>	The Local Authority has a duty to safeguard and promote the welfare and wellbeing of children within their area who are in need.

## APPENDIX C

### Guide to safe working practices

The following practices should serve as a guide to employees, members, volunteers and contracted service providers who have contact with children, young people and vulnerable adults.

### **Best practice**

- The wellbeing, safety and security of the child, young person or vulnerable adult should remain the paramount to any other objective of a project or initiative.
- Always ensure you can be seen and observed publicly when working with children, young people and vulnerable adults, and avoid situations when you could be left alone.
- If someone reports a concern – best to pass something on. "If you see [or hear] something, Say something!"
- Try not to set up meetings with children, young people or vulnerable adults outside of organised activities
- Avoid lone visits, ensure another responsible person remains with you, where possible
- Don't take photographs of children, young people or vulnerable adults unless written consent from an individual, parent/carer has been obtained and it is for a very specific purpose which has been clearly explained.

### **Social media**

- Avoid adding or accepting on personal social media accounts, (eg Facebook, twitter, Instagram ) children, young people or vulnerable adults, you have come into contact with through council employment or volunteering.
- Do not post any comments or images of children, young people or vulnerable adults.
- Be aware that other users could 'tag' you in inappropriate content. If this happens, you should immediately 'de-tag' yourself and contact the user to ask for this to be removed.
- If you come across inappropriate content you should report this to the social media platform.
- If the inappropriate content contains a localised safeguarding risk, you should report this using the process within the Safeguarding Policy.

### **Privacy**

- Everyone has the right to privacy, but ensure that personal activity, including that online, does not compromise any professional position.
- Ensure that your privacy settings are set correctly.
- As a minimum it is recommended that you set your security levels to approve content posted by others that includes you, and set your privacy to 'friends only' (or the equivalent on different platforms).