

EAST GOSCOTE PARISH COUNCIL

SAFEGUARDING CHILDREN POLICY AND PROCEDURE



Approved by:

Full Council

Date: 14/09/2022

Last reviewed:

Next review due:

Safeguarding Children and Child Protection Policy

Introduction

The primary responsibility for children's welfare rests with the adult supervising the child (parent/carer). East Goscote Parish Council wishes to ensure that children are safe and protected from harm whilst visiting its premises and using its facilities.

The following Child Protection Policy outlines the systems and procedures East Goscote Parish Council have put in place in order to achieve this aim. Its successful achievement requires co-operation and partnership between East Goscote Parish Council and the users of its facilities.

All staff, councillors and volunteers are responsible for supporting this policy and have a duty to actively safeguard children.

This document sets out the principles underlying the policy. The document also seeks to provide practical guidance to members of East Goscote Parish Council, staff, and volunteers working with children. (For the purposes of this policy a child is defined as anyone who has not reached their 18th birthday).

This policy will be reviewed on an annual basis by the Designated Officer, taking into account any government changes. Any changes to the policy will be agreed by the Council.

Principles and Definitions

1. Child Protection Policy Statement

The Council wants to ensure that children are protected from harm while they visit the premises of East Goscote Parish Council (Village Hall and Pavilion). This will be done by:

- i. Following the appropriate guidelines to select appropriate staff and to carry out enhanced DBS checks as per these, and other guidelines issued from time to time by the Independent Safeguarding Officer Authority – Vetting and Barring Scheme.
- ii. Giving group leaders, service providers, and any other interested parties information about East Goscote Parish Council's procedures regarding the safety of children whilst at the Council's premises when requested.
- iii. Providing information to group leaders, service providers, and any other interested parties about East Goscote Parish Council's expectations regarding child protection responsibilities while visiting council premises.
- iv. Use of any of the Council's facilities will be conditional upon all current and new club members, with direct access to children, being required to complete a DBS check, i.e. in accordance with the FA CRC Unit and the Independent Safeguarding Scheme Vetting and Barring Scheme.

- v. Allocation of football pitches will be conditional upon DBS Enhanced Disclosure being obtained in accordance with the FA CRC Policy and Independent Safeguarding Authorities Vetting and Barring Scheme.
- vi. Providing appropriate training for the Designated Officer, Councillors and Staff.

2. Key Principles

The key principles of this policy are:

- i. To ensure that children visiting the Council's premises can be protected by setting standards of best practice. This will also ensure that Council staff and volunteers are protected and do not place themselves in an unnecessarily vulnerable position.

3. Definition of Child Abuse

Every child has the right to grow up and develop to their full potential in a secure, safe, family environment, free from poverty and exploitation. All children have the right to protection from all forms of physical or mental violence, injury, or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.

For further information see the Working Together to Safeguard Children Guidelines.

Practical Guidance for Council Staff and Volunteers working with Children

This section seeks to offer practical guidance to those working at council premises or engaged with council events that involve contact with children to ensure that they and the children with whom they are working are protected.

1. General Conduct when working with Children

Council staff, Councillors, and volunteers should be encouraged to demonstrate exemplary behaviour in order to protect themselves from allegations of abuse. Stated below are the standards of behaviour required of council staff, Councillors, and volunteers to ensure that a positive culture and climate is created during all council activities involving contact with children:

- i. To always work in an open environment (e.g., avoiding private or unobserved situations and encouraging an open environment i.e., no secrets)
- ii. To treat all children equally and with respect and dignity
- iii. To maintain a safe and appropriate distance from children
- iv. To build balanced relationships based on mutual trust which empowers children to share in the decision-making process
- v. To involve group leaders, parents/carers, and other key influencers wherever possible

- vi. To be an excellent role model – this includes not smoking or drinking alcohol in the company of children, using inappropriate language, and the appropriate use of electronic devices and social media (including ensuring consent for the taking of and sharing of photos and videos)
- vii. To give enthusiastic and constructive feedback rather than negative criticism
- viii. To secure parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- ix. To obtain written parental consent if staff members are required to transport children in their cars
- x. To obtain consent prior to any photographs, videoing, or audio recording; all of which will be stored securely and accessed as necessary as per GDPR requirements

2. Unacceptable Practices

The following should be sanctioned:

- i. Spending excessive amounts of time alone with children away from others
- ii. Taking children to your home where they will be alone with you
- iii. Allowing children to travel on their own with you in a vehicle
- iv. Engaging in rough, physical, or sexually provocative games, including horseplay
- v. Entering a toilet with children unless another adult is present or gives permission (this may include parent, teacher, or group leader)
- vi. Allowing or engaging in any form of inappropriate contact
- vii. Allowing or encouraging abusive peer activities (e.g., any game/activity where an individual may be held up to ridicule)
- viii. Allowing children to use inappropriate language unchallenged
- ix. Making sexually suggestive comments to, or within the hearing of, a child; even in fun
- x. Reducing a child to tears as a form of control
- xi. Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon
- xii. Doing things of a personal nature for children that they can do for themselves
- xiii. Giving out your personal mobile number to a child

3. Responding to complaints and alleged or suspected incidents

The following guidelines should be used when an allegation is disclosed by a child to a member of council staff and/or volunteer:

- i. Listen and reassure**
 - a. Maintain confidentiality but do not make promises you cannot keep, and explain that the information will have to be passed on and what action you will be taking in this regard
 - b. Be calm
 - c. Be reassuring and make it clear that you are glad that they have told you
 - d. Show that you are taking the child seriously and that you understand and believe them

- b. If activity/contact is on-going when the incident is reported then it is the responsibility of the Designated Officer to ensure that the immediate safety of that child by taking the necessary steps, including the removal of alleged individuals.
- c. Any individual accused of abuse will be suspended in line with the local disciplinary procedure pending further police and social services inquiries.
- d. Irrespective of the findings of social services or police inquiries, all individual cases must be assessed under the appropriate misconduct / disciplinary procedure to completion, to decide whether a member of staff or volunteer should be reinstated and how this can be sensitively handled with other staff and volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, a decision must be based on the balance of probabilities in relation to continued risk, and all available information.

Signed.....

(Chair)

Date.....

Safeguarding Children Incident and Concern Report form

Confidential

To be completed as fully as possible if you have concerns regarding a child and pass the information onto the designated officer (DO). The DO will then look at the information and start to plan a course of action and if necessary contact the relevant organisations.

IF YOU THINK A CHILD OR ADULT WITH CARE AND SUPPORT NEEDS IS IN IMMEDIATE DANGER, DIAL 999 AND ASK FOR THE APPROPRIATE EMERGENCY SERVICE

Section 1. Details of the child	
A child is anyone who has not yet reached their 18th birthday	
Name of child	Click or tap here to enter text.
Date of birth	Click or tap here to enter text.
Approx. age if date of birth not known	Click or tap here to enter text.
Gender	Click or tap here to enter text.

Section 2. Details of the incident or concern			
Details of the incident or concerns:			
<i>Include any relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay, what was said (verbatim if possible) and whether other people were present</i>			
Click or tap here to enter text.			
Please indicate the abuse type if known (leave blank if uncertain)			
Domestic abuse	Choose an item.	Sexual abuse	Choose an item.
Neglect	Choose an item.	Online abuse	Choose an item.
Physical abuse	Choose an item.	Emotional abuse	Choose an item.
Child sexual exploitation	Choose an item.	Female Genital Mutilation	Choose an item.
Bullying and cyberbullying	Choose an item.	Child trafficking	Choose an item.
Grooming	Choose an item.	Harmful sexual behaviour	Choose an item.

<p>Have you spoken to the child? Choose an item.</p> <p>If yes, what was said?</p> <p>Click or tap here to enter text.</p>
<p>Have you spoken to the parent/carer(s)? Choose an item.</p> <p>If yes, what was said?</p> <p>Click or tap here to enter text.</p>
<p>Are there any other children at risk? Choose an item.</p> <p>If yes, add details and describe the risks that remain and action you are taking:</p> <p>Click or tap here to enter text.</p>

Section 3. Details of alleged abuser/suspect			
Name	Click or tap here to enter text.	Title	Click or tap here to enter text.
Address	Click or tap here to enter text.		
Postcode	Click or tap here to enter text.	Phone	Click or tap here to enter text.
Relationship to the child?	Click or tap here to enter text.		
If provider, please add the provider's name	Click or tap here to enter text.		
Does the abuser/suspect live with the child?	Choose an item.		

Section 4. Details of person reporting this incident/concern			
Name	Click or tap here to enter text.	Title	Click or tap here to enter text.
Job Role	Click or tap here to enter text.	Email	Click or tap here to enter text.
Team	Click or tap here to enter text.		
Phone	Click or tap here to enter text.	Date/time referral completed	Click or tap here to enter text.
Relationship to child (if applicable)	Click or tap here to enter text.		

Are you reporting your own concerns or responding to concerns raised by someone else?	Choose an item.
If someone else please give their details (name, organisation/department, relationship to child (if relevant) and contact details)	Click or tap here to enter text.
Does the referrer consent to their details being shared with third parties?	Choose an item.
Click or tap here to enter text.	

Section 5. Additional Information
Is there any other information you believe we need to know? Click or tap here to enter text.
Signed:
Date:

OFFICE USE ONLY
Section 6. Sharing the concerns (to be completed by DO)
Details of contact with social services where the child lives Click or tap here to enter text.
Details of contact with child's school or any other agencies Click or tap here to enter text.
Details of the outcome of this concern Click or tap here to enter text.

Parent/Guardian Consent Form

Your child will be taking part in the event shown below. as part of the Council's Safeguarding Children and Child Protection Policy, I would be most grateful if you could complete the form below and return it to us. Thank you for your assistance with this matter. All information will be treated in strict confidence.

EVENT / ACTIVITY:
DATE OF EVENT:
Name of Child:
Date of Birth:
Home Address:
Contact Number:
Medical Conditions e.g., asthma, diabetes, allergies:

1. I confirm that my child is in good health, and I give consent for them to participate in the above event/activity.
2. I consent to any emergency treatment required by my child during the course of the event/activity.

Name of Parent / Guardian:
Signature:
Date:

The information you provide will be used in accordance with the Data Protection Act to ensure the safety of all participants and may be shared with other people/organisations involved in the delivery of the above event/activity, if appropriate. By signing this form you are consenting to the Council using the information, which you have supplied in the manner stated above.

Occasionally, the Parish Council may take photographs at the event for use in promotional purposes, including on the Council's website. Please indicate by ticking the box below if you **DO NOT** wish your child to be included in photographs:

I do not wish for my child to be photographed during the course of the above event/activity.

Appendix

Actionwork

[Actionwork Film Theatre Anti-Bullying and Education](#)

Barnardo's

[Believe in children | Children's charity | Barnardo's \(barnardos.org.uk\)](#)

Chelsea's Choice

[Chelsea's Choice | Lucy Faithfull Foundation](#)

ChildLine

[Childline | Childline](#)

Consent

[Consent, you've all heard of it, here's six simple ways to understand it \(with a sandwich\)... - YouTube](#)

Crimestoppers

[Independent UK charity taking crime information anonymously | Crimestoppers \(crimestoppers-uk.org\)](#)

Department for Education

[Department for Education - GOV.UK \(www.gov.uk\)](#)

General Medical Council

[Home - GMC \(gmc-uk.org\)](#)

NSPCC

[NSPCC | The UK children's charity | NSPCC](#)

NSPCC – The Underwear Rule

[PANTS: How to answer questions from your child | NSPCC](#)

SEND

[Supporting SEND - GOV.UK \(www.gov.uk\)](#)

Working Together to Safeguard Children

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](#)

Young Person's Guide to the Children and Families Act 2014

[Young person's guide to the Children and Families Act 2014 - GOV.UK \(www.gov.uk\)](#)