NEWPORT PARISH COUNCIL

Safeguarding Policy

SECTION 1: Introduction

Everyone has a duty to safeguard children, young people and adults at risk. This policy promotes good practice in safeguarding for those who interact with the Parish Council.

Newport Parish Council will review this policy annually.

1.1 Definitions

- Children and young people:
- Anyone under the age of 18 years.
- Adults at risk:
- Anyone over 18 who is:
- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may need community care services.

1.2 To whom this policy applies

This policy applies to anyone working for or on behalf of Newport Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

1.3 Different types of abuse

Staff and volunteers should be aware of the different types of abuse (outlined below). Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

- Physical abuse (for example hitting, pushing, shaking, misusing medication).
- Sexual abuse (for example rape, sexual assault).
- Emotional or psychological abuse (for example threats of harm or abandonment humiliation, controlling, intimidation)
- Neglectful abuse (for example ignoring medical or physical care needs)

Abuse can also be:

- Mistreatment that violates a person's human and civil rights.
- Treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical suffering.
- Domestic (for example controlling, coercive or threatening behaviour, 'honour' based violence, female genital mutilation, forced marriage)
- Self-neglectful (for example neglecting to care for one's personal hygiene or health)
- Discriminatory (for example abuse based on race, sexuality or a person's disability)
- Modern slavery (for example forced labour, debt bondage, sexual exploitation) organisational abuse.

SECTION 2: Promoting a safe environment

To promote a safe environment for children, young people and adults at risk, Newport Parish Council will appoint the Clerk to the Council as Safeguarding Officer and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children or vulnerable persons, the Safeguarding Officer briefs participants appropriately.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed, and two references taken up.
- Decisions on whether any person should be Disclosure and Barring Service (DBS) checked will be made by the Council after consultation with the Clerk following a risk assessment.
- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.

Councillors will adhere to the 'List of Recommended Behaviour' namely:

- A minimum of two adults present when supervising children.
- Not to play physical contact games.
- Adults to wear appropriate clothing at all times.
- Ensure that accidents are recorded in an accident book.
- Never do anything of a personal nature for a young person.

Keep records in an incident book of any allegations a young person may make to any committee member or volunteer.

If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.

Display on notice boards the relevant safeguarding contacts for advice and help.

Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.

SECTION 3: Safe working practice

All Parish Council managed events must adhere to the below requirements at all times in order to safeguard children, young people and adults at risk:

- Never leave children, young people or adults at risk 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 (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure access is available to a first aid kit and telephone and understand fire procedures including emergency exits.
- Ensure that where a child, young person or adults at risk 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.

3.1 Expectations of behaviour

All interactions with the Parish Council should:

- Ensure that communications, behaviour and interaction is appropriate and professional.
- Treat each other with respect and show consideration for other groups.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to parish councillors, the parish clerk or parents and carers, as appropriate.

SECTION 4: Allegations against staff and volunteers

All staff and volunteers should take care not to place themselves in a vulnerable position with a child or adults at risk. It is advisable for work with individual children or parents to be conducted in view of other adults.

If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Parish Clerk.

If the allegation made to a member of staff concerns the Parish Clerk the recipient of the allegation will immediately inform the Chair of the Parish Council Personnel Committee.

4.1 Persons to be notified

No attempt should be made to investigate or act before consultation with the Local Authority Designated Officer (LADO) or East Riding Safeguarding Adults Board (ERSAB)

Newport Parish Council must inform the LADO or ERSAB within one working day when an allegation is made and prior to any further investigation taking place.

The LADO or ERSAB will advise the Council whether informing the parents of the child/ren involved will impede the disciplinary or investigative processes. Acting on this advice, if it is agreed that the information can be fully or partially shared, the Parish

Council should inform the parent/s. In some circumstances, however, the parent/s may need to be told straight away (e.g. if a child is injured and requires medical treatment).

The parent/s and the child, if sufficiently mature, should be helped to understand the processes involved and be kept informed about the progress of the case and of the outcome where there is no criminal prosecution. This will include the outcome of any disciplinary process, but not the deliberations of, or the information used in, a hearing.

The Council should seek advice from the respective LADO or ERSAB, the Police and Children's Social Care about how much information should be disclosed to the accused person.

Subject to restrictions on the information that can be shared, particularly if there is a Police investigation, the Council should, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome (e.g. disciplinary action, and dismissal or referral to the DBS or regulatory body).

If it is concluded that the Police and / or Children's Social Care need to be involved in further inquiries, informing the accused should not happen prior to a Strategy Discussion or until the decision is made at a Strategy Meeting.

The accused member of staff should:

- Be treated fairly and honestly and helped to understand the concerns expressed and processes involved;
- Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process;
- If suspended, be kept up to date about events in the workplace;
- Offered support from the Parish Council.

4.2 Confidentiality

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Apart from keeping the child, parents and accused person (where this would not place the child at further risk or compromise evidence) up to date with progress of the case, information should be restricted to those who have a need to know to protect children, facilitate enquiries, manage related disciplinary or suitability processes.

4.3 Support

The Council, together with the respective Children's Social Care and / or Police, where they are involved, should consider the impact on the child concerned and provide support as appropriate. Liaison between the agencies should take place to ensure that the child's needs are addressed.

As soon as possible after an allegation has been received, the accused member of staff should be advised to contact their union or professional association.

4.4 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 Team.

4.5 Safeguarding training

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding.

SECTION 5: Declaration

Newport Parish Council is fully committed to safeguarding the well-being of children and adults at risk by protecting them from physical, sexual, emotional harm and neglect.

All members of Newport Parish Council should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

Safeguarding Contact Details

If you witness abuse or neglect it is your duty to report it as soon as possible using the contact details below. In an emergency call 999. To report a crime call 101.

Raising a concern – Children

Local Authority Designated Officer referrals - managing allegations of abuse

Everyone working with or connected to children should take allegations of harm and abuse against children and young people seriously. Any adult working or volunteering with children and young people, at some point, may be the subject of an allegation that they have harmed a child or behaved in a way that suggests they may present a risk to children. This is a difficult position for all involved.

Every local authority has a statutory responsibility to have a Local Authority Designated Officer (LADO), who is responsible for coordinating the response to concerns that an adult who works with children may have caused them harm. A child is a person under the age of 18 years.

The criteria for making a referral to LADO are that an individual has:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child/children in a way that indicates they may pose risk of harm to children
- behaved or may behave in a way that indicates they may not be suitable to work with children.

If you need to make a safeguarding contact about a child or young person who is at risk of

harm, abuse or neglect, or who has significant vulnerabilities, they should be referred to children's **Safeguarding and Partnership Hub (SaPH)**.

East Riding Safeguarding Children Partnership Reporting concerns

Raising a concern – Adults

The digital (online) concern form is the preferred method for raising a concern, however, the downloadable 'paper' versions (MS Word/PDF) are still acceptable.

All concerns must be submitted on the current ERSAB Multi-Agency Adults at Risk Concern Form, which is available via the buttons below as an online form or in MS Word format.

Safeguarding Adults Concern Form - East Riding of Yorkshire Council - My Account - Care Act 2014

ersab-guidance-notes-on-completing-the-safeguarding-adults-form.docx

East Riding Safeguarding Adults Board Body Map

Please ensure that all mandatory sections are completed on both versions and as much detail as possible is provided in order to progress the concerns effectively.

The electronic concern form is the preferred method for you to raise a concern; however, we are aware of differences between the web concern form and the more recently updated electronic/paper versions, these do not detract from the use of the form and we encourage continued use of the electronic form to raise a concern.

Action has been taken to bring the web version in-line with the electronic and the paper-based forms.

Please email completed MS Word versions of the concern form to:

safeguardingadultsteam@eastriding.gov.uk

Change control

- Adopted by Newport Parish Council November 2026 – Minute Ref 2026 11 08.