

Capheaton Parish Council - Safeguarding Policy

1. Introduction

- 1.1 Everyone has a duty to safeguard children, young people and vulnerable adults.
- 1.2 This policy outlines practices that will promote the safety of children, young people and vulnerable adults using Capheaton Parish Council facilities.
- 1.3 This policy will be reviewed annually at the parish Annual General Meeting held in May each year.

2. Definitions

- 2.1 Children and young people: anyone under the age of 18 years.
- 2.2 Vulnerable adult: 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.

3. To whom this policy applies

- 3.1 This policy applies to anyone working for or on behalf of Capheaton Parish Council whether in a paid, voluntary or commissioned capacity.

4. Promoting a safe environment

- 4.1 In order to promote a safe environment for children, young people and vulnerable adults, Capheaton Parish Council wishes to promote a safeguarding culture in its premises and activity areas. In order to achieve this, Capheaton Parish Council will:

- provide safe facilities and undertake annual safety assessments;
- ensure that employees and councillors are aware of safeguarding expectations;
- make available on public noticeboards and to employees and councillors relevant contact details (see Appendix A below).

- 4.2 Employees, councillors and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on to the authorities, as detailed in Appendix A below, as soon as possible.

5. Training & Development

5.1 Capheaton Parish Council will arrange suitable safeguard training, including the role of the Designated Safeguard Lead (DSL) for

- existing employees and councillors
- induction for new employees and councillors, to be vetted as part of the application process

5.2 Employees and members will receive regular safeguarding updates (at least annually) which is in line with advice and changing practice, both nationally and locally.

6. Record Keeping / Confidentiality

6.1 Capheaton Parish Council will establish a process for recording incidents, concerns and referrals and storing these securely, with guidance on confidentiality and information sharing all legislation compliant.

6.2 Employees and councillors Safeguard training will be recorded on the Capheaton Parish Council training register and will be reviewed annually.

7. Allegations against staff and volunteers

7.1 All staff should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

7.2 No attempt should be made to investigate or act on any allegation before consultation with the Newcastle/Northumberland Safeguarding Childrens and Adults teams (contact details in Appendix A below).

8. Whistleblowing

8.1 We recognise that children or vulnerable adults cannot be expected to raise concerns in an environment where staff or volunteers fail to do so.

8.2 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 Safeguarding Teams at either Newcastle City Council or Northumberland County Council.

9. What should be a cause for concern

9.1 Staff and volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child or a vulnerable adult. A child or vulnerable adult may be abused by parents, other relatives or carers, professionals and their peers, and abuse can occur in any family OR in any other area of society, regardless of social class, wealth or geographical location.

9.2 Abuse falls into four main categories:

- physical abuse
- emotional abuse
- sexual abuse
- financial abuse
- neglect

9.3 All staff and volunteers need to have an awareness that there are many other forms of abuse ranging from Child Sexual Exploitation (CSE) through to Female Genital Mutilation (FGM).

9.4 Ideally, staff and volunteers who engage with children or vulnerable adults will have accessed appropriate training.

9.5 Further information about types of abuse, signs to look for and what to do if you are concerned are also available on the Newcastle City Council and Northumberland County Council websites.

Document History

Adopted: 17/02/2020

Reviewed: 14/11/2022

Appendix A - Capheaton Parish Council

Contact Details for Safeguarding as at: 14 November 2022

Capheaton Parish Council

Designated Safeguard Lead (DSL): Peter Ware, Clerk – 01670 825182 or 07486990589
Chairman of Parish: Willy Browne-Swinburne - 07775817185

Newcastle Safeguarding Children

Initial Response Service – 0191 277 2500
Emergency Duty Team – 0191 278 7878

Newcastle Safeguarding Adults

All safeguarding adult referrals should be made to Community Health and Adult Social Care Direct (0191 278 8377) or the allocated Social Worker.

Northumberland Safeguarding Children

Non-emergency: If this is a new contact then please ring: -

Onecall: 01670 536400

If you know a child already has a social worker then contact the social worker's telephone number, or if unavailable ring Onecall

For the 14+ Team please ring 01670 622930

Northumberland Safeguarding Adults

Onecall: 01670 536 400
Text phone: 01670 536 844
Email: onecall@northumbria.nhs.uk

If you need medical advice and support fast, but it's not life threatening, call your GP or NHS 111.

Area-wide

Northumbria Police – 101
NSPCC Helpline – 0808 800 5000

You should always call 999 in an emergency – for example when someone's life is at risk or someone is seriously injured or critically ill.

Appendix B – Capheaton Parish Council

Training Register - extract

Capheaton Parish Council - Clerk & Councillor Training						27/02/2020
		Enhanced				
	Role	DBS Check	Course	Completed	Type	Date
Peter Ware	Clerk	Yes	Safeguard Training	Yes	School computer based	Apr-19
Willy Browne-Swinburne	Chairman	No	Safeguard Training	No	To be arranged	
Anistice Coe	Councillor	No	Safeguard Training	No	To be arranged	
Richard Irving	Councillor	No	Safeguard Training	No	To be arranged	
Ali Keegan	Councillor	No	Safeguard Training	No	To be arranged	
David Patterson	Councillor	No	Safeguard Training	No	To be arranged	

NB

The Clerk does casual exam invigilation work at local high schools, so has access to Safeguard training.

For councillors, the Chief Officer of NALC (Northumberland Association of Local Councils) occasionally puts on a Safeguarding course if there is enough interest from member councils (there are over 140 in Northumberland).

Alternatively, the parish will look to source safeguard training for councillors from a local school or Northumberland County Council if required.