

AUSTREY PARISH COUNCIL

Safeguarding Policy



1. Policy Commitment:

Children, young people and adults at risk who access or who are involved in our services should:

- Be made aware of this policy.
- Have alleged incidents recognised and taken seriously.
- Receive fair and respectful treatment throughout.
- Be involved in any process as appropriate.

Austrey Parish Council is committed to safeguarding all children, young people and adults at risk that come into contact with our work. We believe that all children, young people and adults at risk have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child/young person/ adult at risk is paramount.

Austrey Parish Council will take every reasonable step to ensure that all children, young people and adults at risk are protected, where our staff, committee members, trustees, volunteers and students are involved in the delivery of our work. All suspicions and allegations of abuse will be taken seriously and investigations will be undertaken swiftly so that appropriate and required action is taken as soon as possible.

Austrey Parish Council enables all our staff, committee members, trustees, volunteers and students who work with us to make informed and confident decisions regarding safeguarding. We expect everyone (staff, committee members, trustees, volunteers and students) to have read, understood and adhere to this policy and related procedure.

2. Roles and Responsibilities:

Austrey Parish Council has a Designated Person who is responsible for safeguarding and child protection. This is **Lynsey Treadwell** and in her absence the role will be undertaken by the **Chairperson**.

The role of the Designated Person is to: Assume overall responsibility for safeguarding across the organisation.

It is not the role of the Designated Person or **Austrey Parish Council** to decide whether abuse has taken place or not. It is therefore vital that staff, committee members, trustees, volunteers and students raise all cases of suspected or alleged abuse in line with the procedures identified in this policy as there may already have been concerns expressed by other staff, committee members, trustees, volunteers or students and failure to report concerns may put children, young people, and adults at risk.

Details of concerns and actions taken should be shared with the board at the earliest convenience.

3. Reporting Incidents:

All allegations or suspicions must be treated seriously and reported to the Designated Person for safeguarding as soon as possible and logged accordingly.

The designated person for safeguarding will then devise an appropriate plan of action. The exact nature of the action taken will be determined by the individual circumstances, but it may include the involvement of external authorities, such as the Multi Agency Safeguarding Hub (**see Appendix A - referral process flow chart included with this policy**).

Any allegation made against a person in a **position of trust** (group leader, volunteer, staff member) should be reported to the designated person for safeguarding immediately. The matter will be investigated and the appropriate action taken. The designated person for safeguarding should inform the Local Authority Designated Officer 01926 743433 lado@warwickshire.gcsx.co.uk who will advise of next steps.

If a disclosure of abuse is made by a group user, care should be taken to explain to them the procedure that will be followed and they should be told that it may not be possible for **Austrey Parish Council** to maintain confidentiality.

4. Good Practice

a. Recruitment, Induction and Training

All staff, committee members, trustees, volunteers and students working or volunteering directly with children, young people or adults at risk are carefully recruited in line with good recruitment practice, to include:

- At least two verified references
- Have full and up to date Criminal Record checks if their role meets the eligibility criteria outlined by the Disclosure and Barring Service.
- Familiarisation with the Safeguarding Policy and Procedure.
- Receive appropriate training and are provided with up to date and relevant information and guidance.
- Are provided with support appropriate with their responsibilities in relation to Safeguarding, and their requirement to maintain safe relationships.
- Are aware of role in respect of the disclosure or discovery of abuse, the procedure for doing so and report the disclosure or discovery of abuse to the Designated Person for Safeguarding.

b. Record Keeping:

- Any concerns will be recorded in writing and kept in a locked drawer to comply with data protection legislation.
- Records should only include contacts and referrals made including date, time, reason and referral agency. **AUSTREY PARISH COUNCIL** will assist other relevant organisations, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.

5. Contact Details

- **Emergency contact number:** If a child / adult at risk is in immediate danger you should contact the police on 999 or 101.
- **Warwickshire contact numbers:**
 - **Concerns about a child or young person:** Warwickshire's MASH should be contacted on **01926 414144** during office hours and **01926 886922** outside of normal office hours.
 - **Concerns about an adult at risk** within Warwickshire: the matter should be reported to the Adult Social Care Team on **01926 412080**.
- **Coventry contact numbers**

- For concerns for a **child or young person** contact the duty social worker (out of office hour) **02476 832222**. If there is no immediate danger or you need advice or information, you should call the Referral and Assessment Service on **024 7678 8555**.
 - Concerns relating to adults should be referred to adult safeguarding on **024 7683 3003**.
 - **Coventry and Warwickshire Safeguarding Children Board Procedures Manual can be found via this link:**
<http://www.proceduresonline.com/covandwarksscb/>
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6. POLICY REVIEW

AUSTREY PARISH COUNCIL is committed to reviewing this policy and procedure annually, or earlier, if circumstances change.

Adopted: 15th February 2021

Next Policy Review Due: February 2022

Warwickshire & Solihull Community and Voluntary Action

CAVA supports volunteer-involving organisations and groups across Warwickshire and Solihull in developing and maintaining good practice in their relationships with volunteers. We offer up-to-date information, advice and guidance on a range of topics including:

- Setting up a volunteer programme
- Developing volunteer roles
- Volunteer recruitment
- Volunteer retention
- Legal and insurance information
- Inclusive volunteering
- Addressing challenges with volunteers.

CAVA's Resource Library

CAVA's resource library contains a wide range of up-to-date, free resources for Warwickshire and Solihull's community and voluntary organisations in the topic areas of groups and organisations, volunteering and safeguarding: www.wcava.org.uk/resource-library

For more support and guidance

For more support and guidance on any aspect of volunteer management, contact your local CAVA Volunteering Coordinator:

North Warwickshire ♦ Michelle Black
01827 718080 ♦ 07458 017969
michelle.black@wcava.org.uk

Rugby Borough ♦ Carol Kavanagh
01788 539578 ♦ 07966 380314
ckavanagh@wcava.org.uk

Stratford District ♦ Fiona Anderson
07850 515197
volroles@wcava.org.uk

Nuneaton & Bedworth ♦ Tina Wragg
024 7638 5765 ♦ 07966 380415
tina.wragg@wcava.org.uk

Warwick District ♦ Helen Wilkinson
01926 477512 ♦ 07966 380276
helen.wilkinson@wcava.org.uk

Solihull Borough
0121 312 3717
solihullinfo@wcava.org.uk

DISCLAIMER:

Although every effort has been made to verify the accuracy of materials in CAVA's resource library, users are advised to check independently on matters of specific interest.



Warwickshire Community and Voluntary Action

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Document last reviewed: July 2020

Next review date: July 2022



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Appendix A - What to do if you're concerned about a child or adult's welfare

Speak to the Designated Person responsible for safeguarding within your organisation

Designated Person: Lynsey Treadwell

Make a decision with the Designated Person on action to take.

Do you need to include external agencies?

YES

For concerns about a **Child** or **Young Person**:

(If a child / vulnerable adult is in immediate danger you should contact the police on 999 or 101)

CONTACT THE MULTI-AGENCY SAFEGUARDING HUB (MASH) ON **01926 414144**. (OUT OF HOURS **01926 886922**)

SAY YOU HAVE A CHILD PROTECTION CONCERN

DISCUSS YOUR CONCERNS WITH THE DUTY SOCIAL WORKER

THE SOCIAL WORKER WILL ADVISE YOU OF ANY FURTHER ACTION

CONFIRM REFERRAL IN WRITING WITHIN ONE WORKING DAY USING MULTI-AGENCY REFERRAL FORM

KEEP ACCURATE RECORDS

For concerns regarding an **Adult at risk**:

CONTACT THE ADULT SOCIAL CARE TEAM ON **01926 412080** WHO WILL ADVISE ON FURTHER ACTION

NO

RECORD INFORMATION AND REASON FOR DECISION.

AGREE ANY FOLLOW UP WITH OWN GROUP OR ORGANISATION.