



# **Child, Young Person & Vulnerable Adult Safeguarding Policy**

**Adopted on 15.12.20**

**Reviewed and adopted 19.12.23**

## **1.0 Introduction**

As an organisation that sometimes works with children, young people and vulnerable adults, OPC's Councillors, staff and volunteers acknowledge that all children, young people and adults have an absolute right to be safe from harm.

OPC believes that all individuals regardless of age, disability, gender and gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief or sexual orientation, should have the greatest possible control over their lives. They should be able to make informed decisions or be supported to make these decisions if unable to do so themselves, without fear of harm or abuse from others.

OPC recognises its duty of care and will take all necessary steps to ensure that everyone with whom it works is enabled to be emotionally and physically safe.

## **2.0 Policy Statement**

OPC is committed to ensuring that children and vulnerable persons are protected and kept safe from harm whilst they are engaged in any activity associated with the Council.

OPC will endeavour to achieve this by:

- Ensuring all staff and volunteers who work with children, young people and vulnerable adults are carefully selected, trained and supervised.
- Ensuring Councillors, staff and volunteers who regularly work with children, young people and vulnerable adults will be subject to the appropriate level Disclosure & Barring Service (DBS) check.
- Ensuring all Councillors, staff and volunteers adopt best practice to safeguard and protect children, young people and vulnerable adults from abuse and themselves against false allegations.

## **2.1 Policy Aims**

This Child, Young Person and Vulnerable Adult Safeguarding Policy is provided as part of an induction package to Councillors, staff and volunteers who will have direct contact with children and vulnerable adults.

The aims are:

- To create a healthy and safe environment at all activities and sessions held by OPC.
- To ensure children and vulnerable persons are listened to and kept safe from harm.
- To ensure Councillors, staff and volunteers, who work with children and vulnerable persons, are well informed, supported and enabled to exhibit the best possible practice.

## **2.3 Policy Objectives**

The objectives are:

- To raise the level of awareness of Councillors, staff and volunteers about child abuse and its various forms.
- To raise the level of awareness of Councillors, staff and volunteers about what children are entitled to be protected from.

- To ensure that, in conjunction with the OPC's Safeguarding Code of Practice, all Councillors, staff and volunteers are able to recognise signs which could signify the abuse of a child, young person or vulnerable adult.
- To develop effective procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse.

### **3.0 Good Practice**

It is possible to reduce situations where abuse may occur. All those working in Council organised activities that may involve children, young people and vulnerable adults will be asked to read OPC's Safeguarding Code of Practice which includes observing the following more specific examples of care which should be taken when working with children:

#### **3.1 You should:**

- Always be publicly open when working with children, young people or vulnerable adults. Avoid any situations where you and an individual child are completely unobserved (encourage an open environment).
- Where possible, children should not be left unattended however this will depend on age and circumstances.
- Where possible ensure parents are responsible for their children at all times.
- Where possible ensure carers are responsible for vulnerable adults.
- If unforeseeable occasions arise where a parent is unable to be with their child make sure that Councillors, staff and volunteers work in pairs when supervising the child/ren.
- Where there are mixed groups, supervision, where possible, should be a male and female member of staff.
- You must respect the rights, dignity and worth of every person and treat everyone equally.

### **4.0 Users of Odiham Parish Council's Facilities**

- All hirers and users of Council facilities will be made aware of OPC's Child, Young Person and Vulnerable Adult Safeguarding Policy at the time of booking.
- Regular hirers and users of OPC facilities will be required to produce evidence at the time of booking the Council facilities, of their own Child, Young Person and Vulnerable Adult Safeguarding Policy if the purpose of the hire, use or activity is for children or vulnerable adults.
- Hire agreements for regular hirers or users will be reviewed annually.
- Failure to comply with these requirements may result in the hirer or user being refused permission to use OPC facilities.

### **5.0 What to do if you have concerns**

All staff, volunteers and elected Members of the Council have a responsibility to report their concerns to the relevant authorities or pass on any concerns raised with them. Where someone feels unable or unwilling to make this report directly, they may report concerns to the Clerk and/or the Chair of the Council, who will refer the matter to the Police or Hampshire County Council Children's Services or Adult Services, as the appropriate authority.

Where a concern relates to a member of staff or Councillor, this should also be reported to the Clerk and/or Chair of the Council where reports will be handled in the strictest confidence, or the Deputy Clerk or Deputy Chair of the Council should the concern involve the Clerk or the Chair.

The contact details of which are shown at the foot of this policy.

## **5.1 USEFUL CONTACTS**

Hampshire County Council:

Children's Services Tel 0300 555 1384

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren>

Adult Services Tel 0300 555 1386

<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/contact>

Out of Hours Service

Multi Agency Safeguarding Hub (MASH)

Tel 0300 555 1373

<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding/mash-adults>

Hampshire Constabulary:

In an EMERGENCY 999

Non-Emergency 101

## **6.0 Review of Policy**

This policy will be reviewed annually or when new legislation or guidance is issued.