

This policy will enable Coney Weston Parish Council to demonstrate its commitment to keeping safe both vulnerable adults and children and young people in the community.

Policy Statement

This policy is in place for Councillors to help to prevent abuse and know what to do should a concern arise. They will enable Coney Weston Parish Council to:

- Promote good practice and work in a way that can prevent harm and abuse occurring.
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported.

Definitions

Child

“Anyone who has not yet reached their 18th birthday”. Children Act 1989.

Adults at Risk

An individual who “Has needs for care and support, is experiencing, or at risk of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect”. Care Act 2014.

Responsibilities of the Parish Council

- To accept the moral and legal responsibility to implement procedures, to provide a Duty of Care for children, young people, and adults at risk of abuse, safeguard their wellbeing and protect them from abuse.
- To raise awareness of safeguarding to ensure that everyone can play their part in preventing and identifying and responding to abuse and neglect.
- To ensure that all Councillors, volunteers, and any paid members of staff are familiar with the policy and any associated procedures.
- To work with other agencies within the framework of both the Local Safeguarding Children Board (LSCB) and the Suffolk Safeguarding Adult Board (SSAB).
- To act within its confidentiality policy and will usually gain permission from adults before sharing information about them with another agency. The safeguarding of a child or an adult who is at risk or if a crime has been committed will override any need for consent.
- To make a safeguarding referral to Customer First as appropriate i.e. if there is an immediate danger or the child/adult is at risk of harm.
- If you are concerned about an immediate risk to the safety of a child call Customer First on **0808 800 4005** (this is a Freephone number). In an emergency, call the Police on **999**.

- For less urgent instances Report online:

For adults: <https://earlyhelpportal.suffolk.gov.uk/web/portal/pages/adultsa#h1>

For children: <https://earlyhelpportal.suffolk.gov.uk/web/portal/pages/marf#h1>

- To ensure that all new Councillors are provided with a copy of the Safeguarding Policy.
- To ensure all contractors/partners working directly with the Parish Council meets the safeguarding standards as expected by the Parish Council (A copy of the Safeguarding Policy must be given to any contractor/partner).
- To require all Councillors/volunteers and anyone paid to adopt and abide by this Safeguarding Policy and to understand their responsibilities therein.
- To monitor and evaluate the policy annually or in the light of any changes to Government legislation and guidance.
- To ensure as far as is reasonably practicable that everyone is safe and secure in any facility or environment it provides or facilitates.
- DBS checks will be essential if any Councillor, volunteer or paid member of staff is required to teach, train, instruct, care for, or supervise children or provides advice, guidance to children and/or is carrying out health care, personal care, assisting with cash, bills, or shopping or with affairs or transportation for any adult.
- To ensure records are kept of any referrals and any notes, records of conversations concerning that referral are kept in the folder and that it is stored in a secure place with limited access to designated people.

Responding to Abuse or an Allegation

- Reassure the person concerned.
- Listen to what they are saying.
- Record what they are saying.
- Record what you have been told/witnessed as soon as possible.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Use the vulnerable adult's/child's words where possible.
- Don't promise to keep it a secret.
- Tell the child or vulnerable adult what you are going to do next to get help to keep him/her safe.
- Comply with the Parish Council's Data Protection Policy.

Types of Abuse

Abuse can include:

- **Domestic violence:** abuse that takes place between family members or intimate partners regardless of gender or sexuality. It can consist of psychological, physical, sexual, financial, emotional abuse and so-called 'honour' based violence
- **Sexual abuse:** any sexual act that a person does not agree to
- **Psychological or emotional:** this is when someone makes threats of harm, abandonment, humiliation, intimidation, or verbal abuse
- **Financial:** this includes stealing someone's money or denying them access to their money, property, or possessions
- **Neglect or acts of omission:** this can be both physical and emotional. It could be failing to keep an adult at risk clean or warm, not promoting optimum health, not providing adequate nutrition or medication. It could also mean preventing someone from making their own choices
- **Discriminatory:** abusive remarks or actions relating to a person's age, race, religion, sex, or abilities
- **Organisational abuse:** this happens when the routines in use force residents or service users to sacrifice their own needs, wishes or preferred lifestyle to the needs of the institution or service provider
- **Modern slavery:** such as human trafficking, forced labour and domestic servitude

Allegations Made Against a Councillor/Volunteer/Paid Member of Staff

This should be reported to the designated safeguarding lead. If appropriate, the designated safeguarding lead will consult with/make a referral to the LADO (Local Authority Designated Officer). The procedures for LADO referrals can be found on the LSCB/SAB websites.

<https://www.suffolksp.org.uk/local-authority-designated-officers-lado#gsc.tab=0>

Making a Referral

To make a referral or seek advice when you have concern about a child or young person:

Contact Children's Social Care (Customer First)

Call 0808 800 4005 (free from landlines and most mobiles)

Opening hours are Monday to Thursday 8am to 5:20pm, Fridays 8am to 4:20pm (excluding bank holidays)

Outside these hours this number will divert to the Emergency Duty Service who can deal with any matters that cannot wait until the next working day.

Make an online referral at: <https://earlyhelpportal.suffolk.gov.uk/web/portal/pages/marf#h1>

Or by web chat:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/advice.page?id=NYFIZI7NuJU>

To make a referral or seek advice about adults with care and support needs:

Contact Adult Social Care (Customer First)

Call 0800 917 1109 (free from landlines and most mobiles)

Opening hours are Monday to Thursday 8am to 5:20pm, Fridays 8am to 4:20pm (excluding bank holidays)

Outside these hours this number will divert to the Emergency Duty Service who can deal with any matters that cannot wait until the next working day.

Make an online referral at: <https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/report-abuse-of-an-adult>

• Or by web chat:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/advice.page?id=NYFIZI7NuJU>

Outside office hours

At all other times concerns about children, young people, and adults with care and support needs can be discussed with **Emergency Duty Team** who can be contacted by telephone on **0808 800 4005**

For advice regarding a referral, professionals can contact the Suffolk MASH (Multi-Agency Safeguarding Hub) Consultation Line on **0345 606 1499**.

Legal Basis

The [Children's Social Work Act 2017](#) and [Care Act 2014](#) provide the legal basis for the creation of the Suffolk Safeguarding Partnership. Our current arrangements came into effect on 29 September 2019 bringing all ages safeguarding under one governance structure while complying with the Multi-Agency Safeguarding Arrangements arising from [Working Together 2018](#).

Adults: The Care Act 2014

The [Care Act 2014](#) came into effect from 1 April 2015 to help to improve the independence and wellbeing of adults. It makes it clear that local authorities must provide or arrange services that help prevent people developing needs for care and support or delay people deteriorating such that they would need ongoing care and support. The Care Act 2014 also aims to bring about the personalisation of care services, putting the person at the centre of the process.

Sections 42, 43, and 44 of the Act underpin the work of the Suffolk Safeguarding Partnership, and set out ours and our partners collective responsibilities around;

- protecting individuals and investigating instances of abuse
- the role of the Safeguarding Adults Boards, and
- conducting Safeguarding Adults Reviews

Children's: Working together to Safeguard Children 2018

Working Together to Safeguard Children 2018 set in legislation the local safeguarding arrangements and requires that the three statutory safeguarding partners: the Local Authority, the Police and the Integrated Care Board co-ordinate and ensure the effectiveness of work to protect and promote the welfare of children, including making arrangements to identify and support children at risk of harm. This legislation led to the creation of local Safeguarding Partnerships in 2019 and replaced the legislation for Local Authorities to have Local Safeguarding Children Boards (LSCBs).

The Children Acts of 1989 and 2004 set out specific duties; Section 17 of the Children Act 1989 puts a duty on the Local Authority to provide services to children in need in their area and Section 47 of the same act requires local authorities to undertake enquiries if they believe a child has suffered or is likely to suffer significant harm. The Children Act 2004, as amended by the Children and Social Work Act 2017, places new duties on key agencies. Specifically, the Police, the Integrated Care Board and the Local Authority are under a duty to make arrangements to work together and with other partners locally, to safeguard and promote the welfare of all children in their area.

The principles of the Children Acts 1989 and 2004 state that the welfare of children is paramount. A child-centred approach is fundamental to safeguarding and promoting the welfare of every child.