



Barrow upon Soar Parish Council

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Children and Adults at Risk Protection Policy and Procedure

Introduction

In adopting this policy BPC wishes to:

ensure that any children, young people, or adults at risk, are protected and kept safe from harm while they are with staff or volunteers in this organisation, and that we will challenge abuse whenever it is encountered during our activities. We will ensure our staff and volunteers are carefully selected, screened, trained, and supervised.

We consider child safeguarding, adult safeguarding and protection from sexual exploitation and abuse to be very important and BPC undertakes to ensure that all staff and volunteers who work with children, young people or adults at risk have been checked under recognised procedures and have received information that will enable them to recognise the signs of abuse and to follow the referral procedure to report any safeguarding concerns.

We also recognise that we have a legal duty under the Child Protection Act(s) and The Human Rights Act(s) to ensure that we act appropriately if we encounter any child, young persons, or adult at risk protection issue.

Scope of the policy

The policy is to be used by any member of staff or volunteer working directly with children and young people, and adults at risk, and to any other support staff or Councillors who become involved in a child protection concern in the course of their work. Children, young people, adults at risk and parents/carers are informed of the policy as appropriate.

The policy applies to anyone with whom we are in contact in the course of our work, who is a child, a young person, or adult at risk. Where the policy or procedure refers to a 'child' or 'young person' we mean anyone who has not yet reached the age of 18 years. Where the policy refers to an 'Adult at Risk', we mean anyone who is 18 years or older and who is vulnerable according to the definition in the Leicester Safeguarding Adults Board Policy and Procedure.

This policy will be reviewed, endorsed, and approved by the Parish Council, when legislation changes and any internal change.

Purpose of this Policy and Procedure

This policy and procedure set out how BPC implements safeguarding for children, young people, and adults at risk with whom they come into contact within the course of their work.

We are committed to devising and implementing policies so that everyone within the organisation accepts their responsibilities for safeguarding children, young people and adults at risk from abuse and neglect. This means following procedures to protect them and reporting any concerns about their welfare to the appropriate authorities.

This policy and procedure will help us to achieve this by:

Supporting us to safeguard children, young people, and adults at risk in practice, by defining abuse and informing us what to do.

- Ensuring we all work to the same policy and procedure.
- Making sure we are accountable for what we do.
- Being clear what roles and responsibilities we all have in safeguarding.
- Saying what staff can expect from the organisation to help them work effectively.

1. Principles

The welfare of the vulnerable person is paramount and is the responsibility of everyone. All vulnerable persons, without exception, have the right to protection from abuse. Bullying, shouting, physical violence, sexism and racism towards anyone should not be permitted or tolerated.

All reported suspicions or allegations of abuse will be taken seriously and dealt with speedily and appropriately by the Safeguarding Officer and or Deputy.

2. People who may be vulnerable to abuse

This includes persons and children: -

With learning difficulties

With physical difficulties

With sensory difficulties

With mental health distress

With brain injuries

With a drug or alcohol dependency

With dementia

Who are frail due to their age

A child under the age of 16.

3. What Is Safeguarding?

Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the person's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that persons sometimes have complex interpersonal relationships and may be ambivalent, unclear, or unrealistic about their personal circumstances.

All persons should be able to live free from fear and harm, but some may find it hard to get the help and support they need to stop abuse. A person may be unable to protect themselves from harm or exploitation for many reasons, including their age, psychological or physical incapacity, sensory loss or physical or learning disabilities. This could be a person who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction, or illness.

4. Types of abuse can be:

Physical/Bullying - An individual being injured or hurt or the inappropriate use of restrictive practices.

Financial - The use of a person's funds and belongings without their permission

Sexual - Sexual relationships or activities that the individual does not want to be involved in or that they cannot consent to; including forced marriage.

Neglect - The failure to meet the basic needs of an individual such as food, fluids, warmth, medication, and hygiene support.

Emotional/Psychological - It results in a person feeling worthless, unloved or uncared for

Institutional/Organisational Care - when support is focussed on the needs of the organisation rather than being person centred.

Discriminatory - An individual or group being treated unequally because of the characteristics identified in the Equality Act 2010.

Incidents of abuse may be one-off or multiple and may affect one person or more. Members should look beyond single incidents to identify patterns of harm. However, you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered.

5. What are the possible signs of abuse?

Abuse and neglect can be difficult to spot. You should ask the person if you are unsure about their wellbeing as there may be other explanations to signs of abuse. You should be alert to the following possible signs of abuse and neglect:

A direct disclosure by the person

A complaint or expression of concern by a carer, member of the public or relative.

An observation of the behaviour of the person by a family member, member of the public or carer. Including:

Low mood,

Any form of self-harm

Difficulty making friends.

Fear or anxiety.

The person looks dirty or is not dressed properly.

The person never seems to have money.

The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms).

The person has signs of a pressure ulcer.

The person is experiencing insomnia.

The person seems frightened or frightened of physical contact.

Inappropriate sexual awareness or sexually explicit behaviour

The person is withdrawn, changes in behaviour.

6. Who abuses and neglects?

Abuse can happen anywhere, even in somebody's own home. Most often abuse takes place by others who are in a position of trust and power. It can take place whether a person lives alone or with others. Anyone can carry out abuse or neglect, including:

partners

parents

other family members

neighbours

friends

acquaintances

residents

people who deliberately exploit persons they perceive as vulnerable to abuse.
paid staff, volunteers, or professionals.

7. Make the Situation Safer for the Person

Deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the person is in no immediate danger and seeking medical treatment if required as a matter of urgency.

If the allegation is about a member of the Parish Council ensure that the allegation is properly managed by reporting the allegation to the designated Safeguarding Officer, Safeguarding Deputy or the chair of the Parish Council.

8. Reporting Incidents

If you are concerned that the person is at risk of or has been subject to serious abuse and you think they are in immediate danger you must always report it immediately to the Police or Social Care.

If you have any other safeguarding concerns, you must discuss them with the Safeguarding Officer or Deputy who will have responsibility for reporting concerns that arise, to the local authority lead agency.

The Safeguarding Officer will be responsible for making decisions about notifying Social Services if required. The Safeguarding Officer may also choose to have additional confidential discussions with you or others to clear up any misunderstandings, or to corroborate and support any suspicions, before reporting a concern to the lead agency.

How to respond to a person if you suspect abuse or are being told about it.

(Please Remember: it is not a member's responsibility but that of the statutory agencies to follow up any suspicions or allegations).

9. What to do:

- Do treat any allegations extremely seriously and listen to what is being said.
- Do tell the person they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the person what you are doing and when, and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – inform your Safeguarding Officer immediately.
- Do write down everything said and what was done as soon as possible after the event and date and sign the account.
- Do seek medical attention for the person if it appears necessary.
- Do inform carers, unless there is suspicion of their involvement.

10. What NOT to Do:

Do NOT discuss the allegation of abuse with the alleged perpetrator.

Don't make promises you can't keep.

Don't interrogate the person – it is not your job to carry out an investigation – this will be up to the police and/or social services.

Don't cast doubt on what the person has told you, don't interrupt or change the subject.

Don't say anything that makes the person feel responsible for the abuse.

Don't do nothing – make sure you tell your nominated safeguarding person immediately – they will know how to follow this up and where to go for further advice.

11. What if someone does not want to report concerns?

Explain that you must discuss these concerns with your designated Safeguarding Officer. Explain that other people may be at risk. There may be other issues that they are not aware of.

12. Recording of Intervention

The person making the referral should ideally have the following information available; however, the lack of any of this information should not delay the referral:

The name of the person.

Date of birth and age.

Address and telephone number.

Why the person is considered at risk/or is being abused.

Whether consent has obtained for the referral, and if not the reasons e.g., the person lacks mental capacity or there is an over-riding public interest (e.g., where other persons are at risk).

Whether there are any concerns or doubts about the mental capacity of the person.

Whether the police are aware of the allegation, and whether a police investigation is underway.

Bringing the concern to the attention of the designated Safeguarding Officer, Safeguarding Deputy or Chair of the Parish Council who will discuss the allegation/ concerns with the local authority referral agency or the police straight away. Social services or the police will decide what to do next. If uncertain a referral should be made to social services.

13. Confidentiality

Vulnerable person (or child) protection raises issues of confidentiality which must be clearly understood by all. Confidentiality is very important. You may discuss this issue with the Safeguarding Officer if you have any concerns. You should make a note as soon as possible, with date and times, of any incident(s) or concerns coming to your attention. This will give you a record to which you can refer should the need arise and kept in a secure place. A factual account will be required with the key points recorded.

If requested by professionals, particularly investigative agencies, members have a responsibility to share relevant information about vulnerable persons (including children).

All personal information regarding a vulnerable person should be kept confidential. All written records must be kept in a secure area for a specific time as identified in data protection guidelines (please ask the Safeguarding Officer if you are concerned about this).

If a person confides in you and requests that the information is kept secret, it is important that you tell them who you will have to tell and why. Even though you must speak to someone else about the matter it is important that you assure the person that it will be disclosed only to people who need to know about it. The person's involvement in the process of sharing information must be fully considered and their wishes and feelings taken into account.

Where possible, consent must be obtained from the person before sharing personal information about them with third parties. However, in some circumstances, obtaining consent may be neither possible nor desirable, as the safety and welfare of the vulnerable person is the priority.

Once the Safeguarding Officer has been informed of any concerns, they will usually pass the information on to Social Services, after that Social Services will decide if any follow up is needed.

In deciding whether to refer or not, the Safeguarding Officer should take into account:

- the person's wishes and preferred outcome
- whether the person has mental capacity to make an informed decision about their own and others' safety
- the safety or wellbeing of children or other persons with care and support needs
- whether there is a person in a position of trust involved
- whether a crime has been committed.

This should inform the decision whether to notify the concern to the following people:

- the Police, if a crime has been committed.
- Leicestershire Person Safeguarding duty team – 0116 305 4933
- relevant regulatory bodies such as Care Quality Commission
- family/relatives as appropriate.

The Safeguarding Officer should keep a record of the reasons for referring the concern or reasons for not referring.

Contact Numbers

Children:

Phone: 0116 454 1004 (24-hour service) or contact the police on 0116 222 2222

Visit: Customer Service Centre, 91 Granby Street, LE1 6FB to call from a free telephone.

Adults

Telephone: 0116 454 1004 (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm)
Emergency number: 0116 255 1606 (6pm to 8am)

Visit: Customer Service Centre, 91 Granby Street, LE1 6FB

Leicester Safeguarding Children Board: <http://www.lcitylscb.org/contact-us/>

Leicester Safeguarding Adults Board: <https://www.leicester.gov.uk/health-and-social-care/adult-social-care/what-support-do-you-need/safeguarding-adults-board/>

Leicester City Council: <https://www.leicester.gov.uk/contact-us/concerned-about-a-child-or-an-adult/>

Further information and contacts to report any concerns in the County:

Children:

First Response Children's Duty Team - 0116 305 0005 (24-hour line)

Adults:

Adult Social Care: 0116 305 0004 (Monday to Thursday, 8.30am to 5pm, Friday 8.30am to 4.30pm)

Emergency Duty Team: 0116 255 1606 (Evenings, weekends, Bank Holidays)

Leicestershire & Rutland Safeguarding Boards: for children and adults:

<http://lrsb.org.uk/>