



MANEA PARISH COUNCIL

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS POLICY

Everyone has a duty to safeguard children, young people and vulnerable adults. Manea Parish Council is committed to maintaining the welfare of people whilst they are using Parish Council facilities described in this policy.

This policy applies to :

- * anyone working for or on behalf of Manea Parish Council whether in a paid, voluntary or commissioned capacity.
- * any individual or organisation hiring or using any of Manea Parish Council's facilities for the purpose of delivering any service to children, young people or vulnerable adults.

FACILITIES

All the play equipment, sports facilities and the pavilion situated on the S M Guy Memorial Playing Field and other play areas owned or managed by Manea Parish Council within the Parish. The Manea Pit and surroundings that is managed by Manea Parish Council regardless if a management committee or team is formed for the day to day management of the said facilities. This policy also includes any other areas that the Council owns or manages eg: Manea Cemetery and Manea Allotments.

Manea Parish Council has no specific person, either Councillor, staff member or volunteer appointed by the Council, who are involved in the care of children or adults at the facilities listed above but will ensure that, should a concern arise, the correct procedures related to this policy are followed.

DEFINITIONS

Children and Young people : Anyone under the age of 18 years

Vulnerable Adult : Anyone over 18 years who is:

- * Unable to care for themselves
- * Unable to protect themselves from significant harm or exploitation
- * Or may be in need of community care services

SAFE ENVIRONMENT

In order to promote a safe environment for children, young people and vulnerable adults , the Parish Council will:

- * Provide safe facilities and ensure regular safety assessments and all statutory checks are undertaken appropriately and timely.
- * Ensure Council employees, Councillors and leaders of activities using Parish Council facilities, are aware of safeguarding expectations.
- * Display on Council notice boards the relevant safeguarding contacts for advice and help.

HIRE OR USE OF FACILITIES TO GROUPS FOR USE WITH CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS

The Parish Council will require any group using its facilities to:

- * Have relevant public liability insurance.
- * Have a suitable safeguarding children, young people and vulnerable adults policy and/or agree to work to the Parish Council's policy and relevant guidance.
- * Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using Parish facilities.
- * Ensure leaders have valid enhanced Disclosure and Barring Services (DBS) checks as appropriate.
- * Complete a risk assessment for individual activities.

SAFE WORKING PRACTICES

All organised groups or clubs using Parish Council facilities must follow the safeguarding children, young people and vulnerable adults policy and procedures at all times.

For example they should:

- * Never leave children, young people, or vulnerable adults unattended with adults who have not been subject to a DBS check.
- * Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- * Where possible, have male and female leaders working with a mixed group.
- * Ensure registers are complete and attendees are marked in and signed out, and at all times accounted for.
- * Ensure where possible that staged photographs or videos of individuals are not taken without the permission from parents/carers and that children , young people and vulnerable adults are not put in situations where they can be exploited.

- * Ensure they have access to a first aid kit and any first aid is administered by a suitably qualified person in first aid and DBS checked. Also that a responsible person has access to a telephone for emergencies and leaders are aware of other relevant regulations eg: fire evacuation procedures where appropriate.
- * Ensure that if a child, young person or vulnerable adult needs assistance with toilet trips, administering first aid or any other assistance involving physical touching that this is carried out in pairs and that it is carried out where the persons dignity is preserved and can be seen but not embarrassed by people watching.
- * When outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available if needed, where possible.

CODE OF CONDUCT FOR USERS OF PARISH COUNCIL FACILITIES

- * Treat each other with respect.
- * Show consideration for other group using the facilities.
- * Treat the facilities provided with due care and respect.
- * Provide an example of good conduct that you wish others to follow.
- * Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, relevant Parish Councillors, the Parish Clerk or parents and carers, as appropriate.
- * Encourage an open atmosphere within user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of activities.

Clerk to the Council,
20, St Martin's Road,

Chatteris

PE16 6JF

September 2019



MANEA PARISH COUNCIL

SAFEGUARDING CONTACT DETAILS

Safeguarding Children &

During Office Hours

Young People

Mon to Fri 8am - 6pm

Cambridgeshire County Council

Tel: 0345 045 5203

Email: referralcentre.children@cambridgeshire.gov.uk

National Society for the Prevention of Cruelty to Children (NSPCC)

Mon to Fri 8am - 10pm

Weekends 9am - 6pm

Email : help@nspcc.org.uk

Tel: 0808 800 5000

Safeguarding Vulnerable Adults

During Office Hours

Cambridgeshire County Council

Mon to Fri 8am - 6pm

Sat 9am - 1pm

Tel: 01733 24 724

Minicom : 01480 376 743

Text: 07765 898 732

Email : referral.centre-adults@cambridgeshire.gov.uk