

# COMBE MARTIN PARISH COUNCIL

## Safeguarding Policy and Procedure

### **Policy Statement**

Children, young people and vulnerable adults have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents/carers choose for them.

Combe Martin Parish Council is committed to safeguarding children, young people and vulnerable adults and protecting them from abuse when they are engaged in services organised and provided by Combe Martin Parish Council. We shall endeavour to keep children, young people and vulnerable adults safe from abuse and suspicion of abuse will be responded to promptly and appropriately. We shall act in the best interest of the child, young person or vulnerable adult at all times. We shall proactively seek to promote the welfare and protection of all children, young people and vulnerable adults, permanent residents or temporarily living in the community at all times.

Combe Martin Parish Council shall ensure that unsuitable people are prevented from working with children, young people and vulnerable adults through using safe recruitment and selection processes.

Combe Martin Parish Council shall take any concern made by a service user, employee, volunteer or child/vulnerable adult seriously and sensitively. Concerns cannot be anonymous and should be made in the knowledge that, during the course of any enquiries, the agency that made that referral will be made clear. Combe Martin Parish Council will not tolerate harassment of any service user, employee, volunteer or child/vulnerable adult who raises concerns of abuse.

### **Procedure**

Any concerns shall be brought to the attention of the Clerk or the Chairman, who shall report the concern to a North Devon County Safeguarding Reporting Officer or to Devon County Council Children's Services or Adult Services Departments.

Those raising the concern must be made aware that the concern will be shared with appropriate people but will be treated in confidence as far as possible.

Officers, employees and volunteers must not discuss the concern except with the designated officer and any agent of the organisation responsible for investigating the concern.

### **Appendices**

- 1 List of North Devon Safeguarding Reporting Officers
- 2 List of useful contacts
- 3 Safeguarding Incident Report Form

## Appendix 1 - List of North Devon Safeguarding Reporting Officers

North Devon Council designated Safe Guarding Reporting Officers currently are:

Tim Birtwistle, Environmental Health and Housing Services.

Tel: 01271 318565

Email: [tim.birtwistle@northdevon.gov.uk](mailto:tim.birtwistle@northdevon.gov.uk)

2. Elected members and democratic services

Details to be advised

### **Senior Management Team**

The senior management team is responsible for ensuring that the Safeguarding Policy is implemented in their areas of responsibility and that issues of particular importance are addressed.

### **Roles and responsibilities of designated Safeguarding Reporting Officers**

Designated Safeguarding Reporting Officers are responsible for dealing with reports or concerns about the protection of children, young people and vulnerable adults appropriately.

Each new Safeguarding Reporting Officer will be DBS checked and have appropriate training prior to becoming a designated officer.

The designated Safeguarding Reporting Officers will operate autonomously on individual cases and will have collective responsibility for monitoring and developing the safeguarding policy and procedures.

**THE DESIGNATED SAFEGUARDING REPORTING OFFICERS ARE NOT RESPONSIBLE FOR INVESTIGATING ANY INCIDENTS OR ALLEGATIONS**

The designated Safeguarding Reporting Officers are responsible for:

- ◆ Acting as a source of advice on the application of this policy
- ◆ Acting as a point of contact between appropriate responsible authorities regarding suspected or actual cases of abuse or bullying
- ◆ Informing the Insurance Officer of any incidents that may result in a claim against the Council
- ◆ Ensuring that appropriate information is available at the time of referral and that the referral

is confirmed in writing, under confidential cover

Ensuring that an individual case record is maintained in a secure location and destroyed after an appropriate time period (Need to clarify what a 'reasonable time period' is)

### **Roles and responsibilities of the Safeguarding Team**

The Safeguarding Team will:

- ◆ Consist of the Heads of Service for Human Resources, Community & Leisure, Environmental Health & Housing, and Legal & Democratic Services
- ◆ Support Members of the Overview and Scrutiny Committee with a major review every three

years unless there are significant legislative or policy changes requiring an earlier major review

- ◆ Consult with relevant third party agencies with responsibility for Child Protection/Protection of Vulnerable Adults
- ◆ Ensure safeguarding procedures are embedded in all Council policies and procedures
- ◆ Ensure that appropriate mechanisms within the organisation for recognising incidences requiring action, reporting, monitoring, identifying and meeting training needs are established and maintained
- ◆ Develop training and framework for all employees
- ◆ Represent the authority on the Local Safeguarding Children Board
- ◆ Report to the Senior Management Team

## Appendix 2 - List of useful contacts

Police Community Support Officer – PCSO Ade Drury - 101  
Devon County Council Safeguarding Officers (*check current post-holders*)  
Devon County Council  
Children's Services  
Adult Services Departments

# CONFIDENTIAL

**This form should be completed by the person responding to the incident.**

Name:.....

Role within the organization .....

## **Personal details of those involved**

Name .....

Address .....

.....

.....

Telephone .....

## **Incident details:**

**Action taken, if any, by the person reporting the incident:**

**Signed:**..... **Date:**..... **Time:**.....

**Safeguarding Reporting officer:**.....

**Signed:**..... **Date:**.....

This information will be processed in accordance with the Data Protection Act 1998 and may be shared with other outside organizations responsible for safeguarding.