

# CHAPEL-EN-LE-FRITH PARISH COUNCIL



## Safeguarding Adults and Children Policy

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**It is not up to you to decide whether a child or vulnerable adult has or is suffering from harm as a result of abuse or neglect, but it is up to you to report it**

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## **1. Introduction**

1.1 Everyone has a duty to safeguard children, young people and vulnerable adults.

1.2 This policy outlines practices that will promote the safety of children, young people and vulnerable adults who are within the boundaries of the Parish Council.

We recognise that:

- The welfare of children, young people or vulnerable adults is paramount
- Children, young people and vulnerable adults have the right to equal protection from all types of abuse regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.
- Working in partnership with children, young people and their parents/carers, vulnerable adults and other agencies is essential in promoting their welfare.

1.3 This policy is based on our responsibilities under the Children's Act 2004 which places a duty on key people and public bodies, including Councils, to make arrangements to ensure their functions are discharged with regard to the need to safeguard and promote the welfare of children,

1.4 With regards to Safeguarding Adults, there are different issues to consider. Nevertheless, this policy has been developed in line with "No Secrets" government guidance, the Vulnerable Groups Act 2006 and the Care Act 2014.

1.5 This policy will be reviewed annually.

1.6 This policy provides an overview about safeguarding adults or children and young people. More detailed information/explanation can be found on Derbyshire websites listed on page 5.

## **2. Definitions**

2.1 Children and young people: anyone under the age of 18 years.

2.2 Vulnerable adult: anyone over 18 who is unable to care for themselves; unable to protect themselves from significant harm or exploitation; or may need community care services.

## **3. Purpose of this policy**

To provide members or volunteers of Chapel-en-le-Frith Parish Council with guidance on procedures they should use in the event that they suspect a child, young person or vulnerable adult may be experiencing or be at risk of harm.

#### **4. To whom this policy applies**

4.1 This policy applies to anyone working for or on behalf of Chapel-en-le-Frith Parish Council whether in a paid, voluntary or commissioned capacity.

#### **5. Promoting a safe environment**

5.1 In order to promote a safe environment for children, young people and vulnerable adults, Chapel-en-le-Frith Parish Council wishes to promote a safeguarding culture in its premises and activity areas. In order to achieve this we will:

- provide safe facilities and undertake regular safety assessments;
- ensure that members, employees, and volunteers are aware of safeguarding expectations;
- make available on public noticeboards and to employees, volunteers and councillors relevant contact details;
- Ensure due regard is taken if holding virtual meetings to which the public are able to attend.

5.2 Anyone involved in Chapel-en-le-Frith Parish Council all have a duty to protect children, young people and vulnerable adults but are **not** responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on to the authorities as detailed in Section 8 as soon as possible.

5.3 It is good practice to write down your concerns so that this can be shared with Call Derbyshire if requested. NB: This should be in line with GDPR 2018. An example of safeguarding record keeping is attached as appendix 1

#### **6. Council Premises /Activity Areas**

Chapel-en-le-Frith Town Hall

Memorial Park and Needham Recreation Ground Chapel-en-le-Frith

Sparrowpit Play Area

Combs Play Area

Dove Holes Play Area and Football field

#### **7. Training**

All members and volunteers of Chapel-en-le-Frith Parish Council should undertake basic safeguarding children and safeguarding adults' awareness training. A refresher session should be undertaken on a tri-annual basis. A record of attendance should be maintained by the Clerk. Safeguarding children training must be commensurate with "Working together to safeguard children" 2019.

## **8. Dealing with allegations or concerns against any employee, contractors used by the Council, paid staff or volunteers including Councillors**

8.1 All members/volunteers/employees or contractors should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

8.2 **No** attempt should be made to investigate or act on any allegation before consultation with “Call Derbyshire” the County’s Safeguarding Children’s and Adults teams

8.3 No promises of confidentiality should be made – clearly your role is to pass the information onto Call Derbyshire

8.4 If an allegation is made, or a concern is raised about a member of staff, Councillor or volunteer the Clerk should contact Call Derbyshire. If the allegation or concern involves the Clerk, the Chair of the Council should contact Call Derbyshire.

**Call Derbyshire: 01629 533190**  
**Monday to Friday 08.00 – 20.00**  
**Saturday: 09.30 – 16.00**

**Out of these hours:**  
**Call Derbyshire: 01629 532600**

You should always call 999 in an emergency – for example when someone’s life is at risk or someone is seriously injured or critically ill.

## **9. Recruitment and selection/Appointment of new Councillors/Clerks**

Advertisements of posts and application packs should make explicit reference to the commitment of the Council to safeguarding including:

- Compliance with DBS (Disclosure and Barring Service) requirements where applicable
- It is recommended that where possible you should use application forms
- A minimum of 2 people should check for any gaps in employment history and explore this during interview
- Ensure at least one reference is from the previous employer and specifically asks if there have been any concerns or allegations about the applicant’s behaviour towards vulnerable people. Compare this with the information provided by the applicant. Follow up any concerns with the referee

Further, more detailed information can be found at:

[www.saferrecruitmentconsortium.org/GSWP\\_Sept\\_2019](http://www.saferrecruitmentconsortium.org/GSWP_Sept_2019)

## **10. Whistleblowing**

10.1 We recognise that children or vulnerable adults cannot be expected to raise concerns in an environment where staff or volunteers fail to do so.

10.2 All members and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the Call Derbyshire team on the number above.

## **11. What should be a cause for concern**

11.1 Staff and volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child/young person or a vulnerable adult. A child/young person or vulnerable adult may be abused by parents, other relatives or carers, professionals and their peers, and abuse can occur in any family OR in any other areas of society, regardless of social class, wealth or geographical location.

11.2 Abuse falls into five main categories in children, young people and adults:

- physical abuse
- emotional abuse
- sexual abuse
- financial abuse
- neglect

11.3 All members and volunteers need to have an awareness that there are many other forms of abuse ranging from Child Sexual Exploitation (CSE) through to Female Genital Mutilation (FGM). This can be obtained via attendance at training.

11.4 Ideally, members and volunteers who engage with children, young people or vulnerable adults will have accessed appropriate training.

11.5 Further information about types of abuse, signs to look for and what to do if you are concerned are also available on the Derby and Derbyshire Safeguarding Children Partnership website and Derbyshire Safeguarding Adults website.

[www.ddscp.org.uk](http://www.ddscp.org.uk)

[www.derbyshiresab.org.uk](http://www.derbyshiresab.org.uk)

## **12. Related Council policies/documents.**

- GDPR policy 2018
- Complaints policy
- Safer Recruitment legislation

**13. Other useful contact details:**

NSPCC: 0808 800 5000

Childline: 0800 11 11

Reviewed: May 2025

## Safeguarding alert

Your Name:
Your Position:
Child/Adult Name
Child/Adult Address if known/given by the vulnerable person
Child/Adult Date of Birth (or approximate age)
Ethnicity of Child/Adult
Name(s) and address of parent/carer: (if applicable)
Name of School (if applicable):
Date and time of disclosure:
Your Observations:
Exactly what the child/adult said and what you:
<i>Remember to use the person's own words. Continue on a separate sheet if necessary.</i>
Action taken:

Your signature:
Print name:
Date and time of this alert.

*To be retained by the Clerk*