

**Trunch Parish Council (TPC)**

**Safeguarding Children Policy and Procedures**

**Introduction**

Trunch Parish Council is committed to safeguarding and promoting the welfare of children, despite the fact that as an entity, the organisation does not provide any direct care, support or services to children. The organisation adheres to the Norfolk Safeguarding Children Partnership (NSCP) Child Safeguarding Policies and Procedures.

This policy will give clear guidance to Parish Council members, including all staff and volunteers, about the behaviour we expect and our responsibilities to safeguard and promote the welfare of children and young people at risk of abuse, neglect or maltreatment that we come into contact with at our organisation.

**Policy Aims**

Trunch Parish Council aims to prevent harm and reduce the risk of children suffering from abuse, neglect or maltreatment, through it's Child Safeguarding policy.

The Parish Council recognises that safeguarding and promoting children’s welfare contributes to the following key outcomes for children and young people's wellbeing:

- Staying safe;

- Being healthy;

- Enjoying and achieving;

- Making a positive contribution;

- Achieving economic wellbeing.

Our organisation fully recognises the contribution we can make in protecting children from abuse, neglect and maltreatment. Our policy applies to all children at risk of abuse or neglect, staff, volunteers and visitors.

**Ethos**

Trunch Parish Council will establish and maintain an environment where children and young people feel safe and secure and are protected from abuse, neglect or maltreatment.

We will support anyone who, in good faith, reports a concern that a child or young person is being abused, neglected or maltreated or is at risk of this.

Parish Council members will receive training to:

- understand the key concepts in Child Safeguarding and the importance of their role in safeguarding children and young people

- recognise when a child is potentially in need of Child Protection and know what action to take

- be aware of the different forms of 'Abuse and Neglect' and the 'Indicators of Significant Harm', which are outlined in the NSCP Child Safeguarding Policy and Procedures.

- know how to report a child safeguarding concern in line with this policy

All Parish Council members are signposted to the electronic NSCP Child Safeguarding Policy and Procedures.

**Categories of Abuse and Neglect**

All Parish Council members are responsible for ensuring that they understand the categories of abuse and neglect as enshrined in multi-agency guidance and know what acts, actions or omissions suggest possible indicators of abuse, neglect or maltreatment.

The categories are:

- Physical Abuse

- Emotional Abuse

- Sexual Abuse

- Neglect

**General Procedures**

The Parish Council will identify a **Designated Safeguarding Lead**, who is the first point of contact for any safeguarding queries or concerns in the organisation.

All existing and new staff and volunteers will be given a copy of this Child Safeguarding Policy and informed of how to raise and record concerns. They will sign the policy on an annual basis to demonstrate their understanding of and compliance with it.

All members will undertake Child Protection Awareness Training on joining the organisation and refresher training at least every three years thereafter.

**Roles and Responsibilities**

**All members** of the Parish Council, staff and volunteers, are responsible for reporting child safeguarding issues and concerns that they become aware of. Any concern for a child's safety or welfare should recorded in writing and given to the **Designated Safeguarding Lead** for Trunch Parish Council, who will liaise with Children's Social Care Services and other agencies where necessary; and make referrals as required.

**Reporting concerns**

The Designated Safeguarding Lead will be responsible for contacting the Children’s Advice and Duty Service (CADS) **immediately** if it is believed or suspected that:

- A child is suffering or is likely to suffer Significant Harm

The greater the level of perceived risk, the more urgent the action should be.

Contact must be made even if it is understood that Children’s Social Care Services are already involved with the child, young person or their family.

Contact should be made with CADS by telephone on **0344 800 8021**. The call will be answered by a Consultant Social Worker, and alongside early help Pathway Advisors and partners, CADS will ensure the child gets the right support first time.

In an emergency, outside office hours, calls can be directed to the Emergency Duty Team by calling the Customer Services Centre on **0344 800 8020**.

If a concern involves immediate or serious risk or injury, we will report first to emergency services using 999.

It is essential that as much information as possible is passed onto the CADS advisor at the point the concerns are raised, however an absence of information should not delay a referral.

WHEN IN DOUBT, CONCERNS WILL ALWAYS BE SHARED.

**Confidentiality**

The safety and welfare of the child overrides all other considerations, including the following:

- Confidentiality;

- The gathering of evidence;

- Commitment or loyalty to relatives, friends or colleagues.

The Parish Council Designated Safeguarding Lead should ensure that they understand and comply with the NSCP 'Information Sharing and Confidentiality Procedure'.

The overriding consideration must be the protection of the child – for this reason, absolute confidentiality cannot and should not be promised to anyone.

Where any allegations are made to the Parish Council, police or Children's Social Care Services about an employee, we will liaise with the relevant authorities about the appropriate course of action.

If an individual [paid worker or unpaid volunteer] is dismissed or stopped from working in our organisation because the person poses a risk of harm to children or young people, (even if they have left e.g. resigned), we must make a referral to the **Disclosure and Barring Service. It is a criminal offence to FAIL to make a referral without good reason.**

Any advice or guidance provided by the CADS representative when calling to refer concerns should be recorded, alongside the name and designation of the CADS representative.

To be reviewed January 2025 unless legislation changes