

Claxby Parish Council Safeguarding Policy

Appendix A

Safeguarding Procedures

1. The Designated Safeguarding Officer (DSO) for Claxby Parish Council is David Beer
2. Children and Adult Services departments have been designated as the lead agencies with responsibility for co-ordinating a response to allegations of concerns or abuse.
3. Claxby Parish Council has the responsibility of informing Lincolnshire County Council Safeguarding team of any incidents of considerable concern, abuse or neglect.
4. Claxby Parish Council should work within the following timescales for reporting allegations or suspicions of abuse:-
 - 4.1 Call 999 – immediately if the vulnerable person is at risk of serious physical harm or a serious criminal act has occurred. Any evidence must be retained and kept safe.
 - 4.2 Report to the DSO as soon as possible but within 24 hours if it relates to a specific incident which is, or may be still going on, or may happen again, or is of a more general concern which does not indicate immediate harm.
5. Action to be taken if someone (adult, child or vulnerable person) discloses to you abuse by someone else:-
 - 5.1 Proceed with great caution.
 - 5.2 Try not to put yourself alone with anyone who is at risk. (However it may be possible that an individual is unwilling to make disclosures of this nature in anything but a one-to-one situation).
 - 5.3 Encourage the person to have someone else present – an adult or friend but if they decline proceed with the interview, taking extra care with your behaviour and body language.
 - 5.4 Without preventing the person from disclosing, but if possible before they go into detail, explain the consequences of you knowing and the action you will take.
 - 5.5 Assure them that you will offer support but that you must pass any information given to the relevant person/agencies.
 - 5.6 Stay calm and listen – do not have any physical contact at any time. Allow them to speak without interruption, accepting what is said.
 - 5.7 Do not make judgements or offer opinion and make an accurate written record of what the person has said, being careful to use their own words.
 - 5.8 Explain again what will happen. Find out, if possible, when the person is next due to see the individual who is the subject of the complaint. This should enable you to make a judgement as to the appropriate timing of your follow up actions to ensure that the person remains safe.

NB If the complaint is **not** related to the Parish Council activities e.g. at home or school refer the complaint directly to the Safeguarding Lead for appropriate action disclosing all the relevant information.

If the complaint concerns a member of the Parish Council or volunteer related to Parish Council activities immediately contact the Safeguarding Lead who will then initiate the procedure.

DSO Contact details: 07710 692534

Relevant agencies contact details

Local Area Designated Officer 01522 554674

Children's Social Care – customer services centre 01522 782111

Adult Social Care – 01522 782155

Lincolnshire County Council Emergency Duty team – 01522 782333

Lincolnshire Safeguarding Children Board – <https://www.Lincolnshire.gov.uk/scb>

Lincolnshire Safeguarding Adults Board – <https://www.Lincolnshire.gov.uk/sab>

Lincolnshire Police – Public Protection Unit (PPU) 01522 947590 for the Central Referral Unit or 999 for emergencies

Lincolnshire Police – 0300 111 0300 or 999 in an emergency

NSPCC Helpline – 0808 5000