



Selborne Parish Council

Child Protection and Vulnerable Person Policy

Adopted 16 May 2018

Selborne Parish Council is committed to its duty of care towards its local community. This will be achieved by taking all reasonable precautions to safeguard the welfare of children and vulnerable adults who use its services and facilities and by promoting a safeguarding culture and environment.

1. Definitions

- I. A child is under 18 years of age (The Children's Act 1989).
- II. A vulnerable adult is a person "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of himself or herself or unable to protect him or herself against significant harm or exploitation. (1997 Consultation paper "Who Decides" issued by the Lord Chancellor's Department).
- III. Indicators of abuse from the Local Safeguarding Children's Board can be found online at the following link:

http://4lscb.proceduresonline.com/chapters/p_rec_sig_harm.html
- IV. A regular user or organisation is defined as being one that uses or hires Parish Council facilities on three or more occasions within a period of six months

2. Safeguarding

Selborne Parish Council will endeavour to safeguard children and vulnerable persons in that:

- I. All children and vulnerable adults have the right to protection from abuse, and their welfare is paramount
- II. All suspicions and allegations of abuse will be taken seriously and responded to swiftly.
- III. All staff, volunteers and elected Members of the Council have a responsibility to report concerns to the Parish Clerk, who will, as a matter of course, refer the matter to the Police or Hampshire

County Council Children's Services or Adult Services, as the appropriate authority, the contact details of which are shown at the foot of this policy.

- IV. In the event that concern is raised in respect of the Parish Clerk, matters should be reported to the Chair of the Parish Council. In the event that concern is raised in respect of both the Parish Clerk and the Chair of the Parish Council, the matter should be reported to the Police or Hampshire County Council Children's Services or Adult Services, as the appropriate authority.
- V. Ensuring that the Parish Council, its committees, sub-committees, working groups and any organisations working on behalf of the council follow safe recruitment procedures in checking the suitability of staff and volunteers to work with children and vulnerable persons
- VI. Disclosure and Barring Service (DBS) checks will be carried out on staff and volunteers in line with best practice. These checks will be repeated at least every four years, or when new staff or volunteers are recruited
- VII. Councillors, Officers and volunteers will not be subject to DBS checks unless there is a change in the Council duties, which require regular contact with children or vulnerable people
- VIII. All members of staff and volunteers will be made aware of this policy and the relevant procedures. Relevant awareness training will be provided where applicable.

3. Users of Selborne Parish Council's Facilities

- I. All regular hirers and users of Council facilities will be made aware of Selborne Parish Council's Child Protection and Vulnerable Adult Policy at the time of booking and will be provided with a copy of this policy before being allowed to complete the hire agreement.
- II. Regular hirers and users of facilities owned or operated by Selborne Parish Council will be required to produce evidence at the time of booking the Council facilities, of their own Child Protection and Vulnerable Adult policy if the purpose of the hire, use or activity may include children or vulnerable adults.
- III. Hire agreements for regular hirers or users will be reviewed annually on or about 1 July each year. This will include a review of their current Child Protection and Vulnerable Adult Policy.
- IV. New and current long-term hirers who do not currently have their own Child Protection and Vulnerable Adult policy, can find

information from the Local Safeguarding Children's Board as to how to produce such a policy at the following links:

<http://www.4lscb.org.uk/>
<http://4lcb.proceduresonline.com/>

- V. Current hirers who do not have their own Child Protection and Vulnerable Adult policy will have a period of twelve weeks from the adoption of this policy to provide the Clerk of Selborne Parish Council with a copy of their policy.
- VI. The Parish Council will require the name and contact details of the lead organiser for a long-term or regular hire.
- VII. The lead organiser for such regular hirings will be required to confirm that they and other adults associated with the hire (eg sports coaches, play leaders, activity coaches, other adult leaders) are each in possession of a valid DBS check, by signing the appropriate section in the hire agreement. Confirmation of the lead organiser's DBS certificate must be made available for inspection at the time of hire. Details of the certificate will be recorded by the Parish Clerk or lead member of any organisation working on its behalf. Details will be forwarded to the Parish Clerk for confidential storage in line with the requirements of the current General Data Processing Regulation (GDPR - effective 25th May 2018)
- VIII. Should the lead organiser for regular hirings change, confirmation of possession of a valid DBS check for the new lead organiser will be required by signing a new hire agreement
- IX. Failure to comply with these requirements will result in the hirer or user being refused permission to use facilities owned by Selborne Parish Council.

4. Review of Policy

This policy will be reviewed annually or when new legislation or guidance is issued.

Selborne Parish Council Meeting 16th May 2018

HAMPSHIRE COUNTY COUNCIL

Children's Services – Tel: 0300 555 1384

Adult Services – Tel: 0300 555 1386

Out of hours service – Tel: 0300 555 1373

Hampshire Constabulary – IN AN EMERGENCY 999 or for non-emergency 101