

APPLEBY PARISH COUNCIL SAFEGUARDING CHILDREN POLICY

POLICY STATEMENT ON SAFEGUARDING CHILDREN

The values held by Appleby Parish Council are as follows:

Appleby Parish Council recognises that all children have a right to be protected from abuse. Appleby Parish Council takes seriously its responsibility to protect and safeguard the welfare of children and young people. We will:

- respond swiftly and appropriately to all suspicions or allegations of abuse and neglect
- provide parents and children with the opportunity to voice their concerns
- have a system for dealing with concerns about possible abuse and neglect.

THE POLICY

Appleby Parish Council recognises that many children and young people today are the victims of physical, emotional, sexual abuse and/or neglect. Accordingly, Appleby Parish Council has adopted the following policy guidelines. The policy sets out agreed guidelines for responding to allegations of abuse/neglect, including those made against staff and volunteers. These guidelines have been prepared in accordance with North Lincolnshire Children's MARS Policies and Procedures. They will be kept under review and be supported by appropriate training.

The policy applies to all staff and volunteers who act on behalf of Appleby Parish Council and who work with children. Every individual has a responsibility to inform the designated person in respect of child protection or their deputy of concerns relating to safeguarding children. The designated person should decide if the concerns should be communicated to North Lincolnshire Children's Services or the police. However, all staff and volunteers can contact North Lincolnshire Children's Services directly if necessary.

DEFINITIONS OF ABUSE (Working Together 2018)

A concern should be raised if any of the following circumstances have or are happening to a child:

- physical abuse
- emotional abuse
- sexual abuse (including Child Sexual Exploitation)
- neglect.

PHYSICAL ABUSE

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocation or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

EMOTIONAL ABUSE

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploration or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

CHILD SEXUAL EXPLOITATION

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victims needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

NEGLECT

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers);
or

- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

WHAT YOU SHOULD DO IF YOU SUSPECT ABUSE

2. You must report concerns as soon as possible to **Ivor Keyes 07752 144970** the Designated Child Protection Person who is nominated by Appleby Parish Council as representative to act on their behalf in referring allegations or suspicions of abuse or neglect to North Lincolnshire Children's Services. In the absence of the designated person, the matter should be brought to the attention of the deputy designated person **Michael Lewis 07581 146213**. If it is an emergency, and the designated person(s) cannot be contacted, then North Lincolnshire Children's Services or the police should be contacted at the numbers given below. If the suspicions relate to the designated person, then the deputy should be informed.
3. Suspicions should not be discussed with anyone, other than those named above.
4. It is the right of any individual to make direct referrals to North Lincolnshire Children's Services. However, this policy should be followed where possible.

RECORDING

1. Write down exactly what the child has said in their own words. Write down the conversation held, where it was held, when and what was happening beforehand. Alternatively write down what you have observed, details of any witnesses, location, and your specific concern if you believe that a child has been abused or neglected. Record dates and times of the events and when the record was made. Keep all notes secure. Ensure that you do not ask any leading questions.
2. Report your discussion as soon as possible to the designated person.
3. Allegations against staff or volunteers will be investigated following local procedures. For further information see the Children's MARS Managing Allegations procedures

MAINTENANCE OF RECORDS

Appleby Parish Council has clear guidelines for the retention, storage, and destruction of records where these relate to child welfare concerns or concerns about possible risk posed by employees (whether paid or voluntary). Records are kept until the child is 25 years old. For concerns not acted upon, records are kept for 6 years after the child has ceased association with the organisation. For concerns regarding staff or volunteers they should be kept on their personal file until retirement age 67 years old or for 10 years whichever period is longer.

All records will be destroyed appropriately:

- Paper Records: will be shredded or pulped
- Electronic or machine-readable records: will first be deleted of the contents of digital files
and the desktop trash emptied.

VOLUNTEER RECRUITMENT

Appleby Parish Council undertakes to adopt best practice guidelines for recruiting volunteers and we further undertake to

- Specify what the role is and what tasks it involves
- Request identification documents
- As a minimum meet and chat with the applicant(s) before they commence work
- Where appropriate, when regular unsupervised contact with children is likely to take place, request that individuals apply for a DBS in line with local Children's MARS for North Lincolnshire procedures.

If there are concerns regarding the appropriateness of an individual who is already involved with Appleby Parish Council or who has approached us to work with Appleby Parish Council guidance will be sought from NLC. It is noted and accepted that Appleby Parish Council will consider the relevance and significance of any information in this regard and that all suitability decisions will be made in accordance with legislation, with NLC MAR's policy and in the best interests of children and young people.

Appleby Parish Council commits to the aim of preventing people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within our organisation.

E SAFEGUARDING AND ACCEPTABLE USE POLICY FOR ELECTRONIC EQUIPMENT

Children and young people are not offered any access to internet connected electronic devices by Appleby Parish Council; the risk of internet grooming on devices provided by Appleby Parish Council is therefore avoided.

Appleby Parish Council seeks permission from parents and guardians for photographs; explicit consent is gained for photo, video, and other digital media, as detailed on our Image Consent Form (Appendix 1). Storage of such images is in line with our Data Protection Policy.

WHISTLEBLOWING PROCEDURES

Appleby Parish Council follow the policies and procedures of North Lincolnshire Council. Anyone raising concerns they believe to be true will be treated fairly and confidentially. Any adult or young person with concerns about an adult in a position of trust with Appleby Parish Council can 'whistle blow' by contacting: the numbers below:

CONTACT INFORMATION

Name of Designated Person responsible for Child Protection, phone, and email	Ivor Keyes ivorkeyesapc@woodside16.plus.com 07752 144970
Name of Deputy Designated Person responsible for Child Protection, phone, and email	Michael Lewis clerk@applebypc.org.uk 07581 146213
North Lincolnshire Council MARS TEAM	01724 296500 (9am to 5pm Monday to Thursday, 9am to 4.30pm Friday) 08081 689667 (freephone) 01724 296555 (Out of Hours) Local Authority Designated Officer, Independent Reviewing service 01724 298293
Police	Emergency 999 Non-Emergency 101
NSPCC	0808 800 5000

Appendix 1

Appleby Parish Council Image Consent Form

Signed by the Chairman: _____

Name of Parent: _____

Name of Child: _____

I give permission for Appleby Parish Council to use photo, video, or other digital images of my child in the following ways:

	Yes, with first name only	Yes, unnamed	No
On the Appleby Parish Council website			
On Appleby Parish Council social media accounts			
In Appleby Parish Council printed materials			
In press articles and stories about or including Appleby Parish Council			

Signature of Parent: _____

Date: _____