

Safeguarding Policy:

1.POLICY COMMITMENT:

Children, young people and adults at risk who access or who are involved in our events should:

- Be made aware of this policy.
- Have alleged incidents recognised and taken seriously.
- Receive fair and respectful treatment throughout.
- Be involved in any process as appropriate.

Marton Parish Council (MPC) and its subcommittee Marton Playing Fields Association (MPFA) are committed to safeguarding all children, young people and adults at risk that come into contact with our work. We believe that all children, young people and adults at risk have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child/young person/ adult at risk is paramount.

MPC and MPFA will take every reasonable step to ensure that all children, young people and adults at risk are protected, where our committee members and volunteers are involved in the delivery of our work. All suspicions and allegations of abuse will be taken seriously and investigations will be undertaken swiftly so that appropriate and required action is taken as soon as possible

MPC and MPFA enable all our committee members and volunteers who work with us to make informed and confident decisions regarding safeguarding. We expect everyone (staff, committee members and volunteers) to have read, understood and adhere to this policy and related procedure.

2.ROLES AND RESPONSIBILITIES:

MPC and MPFA have a designated person who is responsible for safeguarding and child protection, this is Dinyar Baria (MPFA chair) and in his absence the role will be undertaken by Helen Keeves (MPC clerk).

The role of the designated person is to assume overall responsibility for safeguarding across the MPC and MPFA.

MPC and MPFA will not generally be expected to take responsibility for children or adults at its events as the parents / guardian is requested to remain with and manage their child / adult. However, MPC and MPFA recognise that at some events there may be a risk to children / adults and for these will carry out a risk assessment which includes the safeguarding risk.

Additionally, some activities may offer the opportunity for parents to leave children under the care of MPC and MPFA volunteers, e.g. sports coaching sessions. These activities will be fully risk assessed and sessions run by relevant DBS checked personnel.

It is not the role of the designated person or MPC and MPFA to decide whether abuse has taken place or not. It is therefore vital that committee members and volunteers raise all cases of suspected or alleged abuse in line with the procedures identified in this policy as there may already have been concerns expressed by other committee members and volunteers and failure to report concerns may put children, young people, and adults at risk. **Details of concerns and actions taken should be shared with the MPC and MPFA chairs and secretary/clerk as soon as possible.**

3. REPORTING INCIDENTS:

All allegations or suspicions must be treated seriously and reported to the designated person for safeguarding as soon as possible and logged accordingly.

The designated person for safeguarding will then devise an appropriate plan of action. The exact nature of the action taken will be determined by the individual circumstances, but it may include the involvement of external authorities.

Any allegation made against a person in a **position of trust** should be reported to the designated person for safeguarding immediately (Dinyar Baria, MPFA chair). The matter will be investigated and the appropriate action taken. The designated person for safeguarding should inform the Local Authority Designated Officer who will advise of next steps.

If an allegation is made against the designated person for safeguarding, then this should be reported immediately to the deputy for safeguarding (Helen Keeves, MPC clerk). As above, this person should inform the Local Authority Designated Officer who will advise of next steps.

If an allegation or disclosure of abuse is made, care should be taken to explain to the discloser the procedure that will be followed and they should be told that it may not be possible for MPC or MPFA to maintain confidentiality.

4. GOOD PRACTICE

Training

The designated person and alternate must be DBS checked on appointment and at regular intervals of no more than 24 months.

All MPC and MPFA committee members (staff and volunteers) must be made aware of their role in respect of the disclosure or discovery of abuse, the procedure for doing so and report the disclosure or discovery of abuse to the designated person for safeguarding.

MPC or MPFA committee members and volunteers can only plan to work or volunteer unsupervised directly with children, young people or adults at risk if:

- Their direct working has prior agreement from the MPFA or MPC committee, with appropriate risk assessment.
- They have a specific MPC or MPFA DBS check.
- They receive appropriate training and are provided with up to date and relevant information and guidance.
- They are provided with support appropriate to the level of their responsibilities in relation to safeguarding, and their requirement to maintain safe relationships.
- Their DBS check is repeated at regular intervals of no more than 24 months if the direct working is planned to continue.

If a committee member or volunteer plans to work or volunteer in supervised activities involving either the designated person for safeguarding (Dinyar Baria) or alternate (Helen Keeves) directly with children, young people or adults at risk more than two times in any six months they will also follow the steps above.

Record Keeping:

Any concerns will be recorded in writing and kept in a locked drawer to comply with data protection legislation.

Records should only include contacts and referrals made including date, time, reason, and referral agency and this information will not be used for any other purpose. MPFA will assist other relevant organisations, as far as it is able, during investigation of abuse, neglect or any other Safeguarding issue. This will include disclosing written and verbal information and evidence.

5. POLICY REVIEW

MPC and MPFA are committed to reviewing this policy and procedure every two years, or earlier, if circumstances change.

Adopted: 8 September 2020

Next Policy Review Due: September 2022