

South Trumpington Parish Meeting – Child & Vulnerable Adult

Protection Policy

South Trumpington Parish Meeting fully recognises its responsibilities for child protection for children (under the age of 18) and vulnerable adult. This policy applies to all staff, Councillors, contractors and volunteers. There are five main elements to the policy:

1. Ensuring the Meeting practices safe recruitment in checking the suitability of staff and volunteers to work with children and vulnerable adults.
2. The Meeting will have all members of staff that are in contact with children and vulnerable adults DBS checked.
3. The Meeting will raise awareness of child and vulnerable adults protection with staff, Councillors, contractors and volunteers. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
4. The Meeting will support children and vulnerable adults who have been abused.
5. The Meeting will establish a safe environment in which children and vulnerable adults can feel safe.

South Trumpington Parish Meeting will follow the procedures set out below:

- The Chairman is the nominated Child Protection Officer.
- The Clerk will ensure every member of staff, volunteers and the Meeting knows the name of the designated officer responsible for child protection.
- The Meeting will ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Officer responsible for child protection.
- The Meeting will develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters.
- The Meeting will keep written records of concerns about children, even where there is no need to refer the matter immediately.
- The Meeting will ensure all records are kept securely..

The Meeting will ensure safe recruitment practices are always followed.

The Meeting recognises that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may experience helplessness, humiliation and some sense of blame.

Abuse in all forms can affect a child at any age and the effects can be so damaging that they may follow an individual into adulthood.

The Meeting's ethos is to promote a positive, supportive and secure environment and gives children a sense of being valued.

The Meeting recognises there are four main forms of abuse.

- ✚ Neglect. This includes things like allowing a child to wear inappropriate clothing, providing inappropriate food, providing insufficient attention, lack of supervision, deficient safety provision, exposure to undue cold, unnecessary risk or injury.
- ✚ Physical abuse. Physically hurting a child in any way, giving a child alcohol, giving medication without permission, intensity of training beyond the capacity of an individual.
- ✚ Sexual abuse. Any aspect of sexual abuse, whether physical or verbal or inappropriate physical contact.
- ✚ Emotional abuse. Shouting, threatening, taunting children, constant criticism, bullying or unrealistic pressure to perform.

If it is suspected that abuse or poor practice is taking place there is a clear obligation to report such matters to the proper authority, the decision for such action will be taken by the Clerk (under delegated powers) following consultation with the Chairman . The Corporate response of the Meeting in such cases will be communicated to **Cambridgeshire County Council Children's Services: 0345 045 5203**

<p>If you have any concern that a child might be being subject to abuse or poor practice by a member of the Parish Meeting staff, a Councillor, a sub-contractor a volunteer or accompanying parent.</p>	<p>Record what you saw and heard. Report the incident to the Clerk and Chairman. Due to the sensitive nature and confidential nature of the incident you should not discuss the matter with other members of the staff or the public.</p>
<p>What South Trumpington Parish Meeting will do:</p>	<p>Take the report from whoever reported the matter and complete the Child Protection Report Form.</p>
<p>If it appears to be a case of POOR PRACTICE</p>	<p>If it appears to be a case of ABUSE</p>
<p>Interview the reported person immediately.</p>	<p>Interview the reported person immediately.</p>
<p>Record details on the Child Protection Report Form</p>	<p>Record details on the Child Protection Report Form</p>
<p>If not an employee of the Meeting or a Councillor, a sub contractor being used by the Meeting or a volunteer. The Meeting will report to the organisation concerned verbally and also in writing.</p>	<p>The Clerk will contact the Cambridgeshire County Council Children's Services to discuss the incident.</p>
<p>Identify the poor practice.</p>	<p>Deal with internally or refer to external agencies.</p>
<p>Treat as misconduct issue. Identify areas for improvement.</p>	<p>If not an employee of the Meeting or a Councillor, a sub-contractor being used by the Meeting or a volunteer. The Clerk will report to the organisation concerned verbally and also in writing.</p>
<p>Record details for future reference on the Child Protection Form.</p>	<p>If Internal, treat as a disciplinary matter. Record details on a Child Protection Form</p>
<p>Monitor the situation.</p>	<p>If referred externally, suspend employee pending inquiry, inform the Cambridgeshire County Council Children's Services and co- operate with them and/or the Police during the enquiry, keep the Chairman informed of the investigation and outcomes, complying with inquiry findings.</p>

South Trumpington Parish Meeting
Child and Vulnerable Adult Protection Form

Attach all relevant information to this form.

Date:

Person completing this report:

Name and address of the person reporting poor practice or potential abuse.

Notes of incident:

Poor Practice

Notes of preliminary investigation:

State what action is to be taken:

Suspend Employee in writing pending investigation:

Date of suspension:

Time of suspension:

Attach copy of letter

Potential Abuse

Contact Chairman and explain the situation.

Brief notes of this discussion:.

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If agreed contact: **Cambridgeshire County Council Children's Services**
0345 045 5203

Suspend employee in writing pending investigation.

Date of suspension:
Time of suspension:
Attach copy of letter

Remarks

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