



Catterall Parish Council

Safeguarding Policy

Introduction

Everyone has a duty of care to safeguard children, young people and vulnerable adults. Catterall Parish Council will work with Lancashire Safeguarding Partnership LSP to promote safe working practices and create a safe environment for its users.

Definitions

Children and young people:

Anyone under the age of 18 years

Vulnerable Adult:

Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

To whom this policy applies

- This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary, or commissioned capacity, for example contracted to do a piece of work.
- It also applies to any individual using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in / on parish facilities, are aware of the safeguarding expectations.
- Ensure that the policy for users of parish facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. (eg, any adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.)
- Ensure that attendees at functions, eg Catterall Gala, are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.



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- Liaise with the other committees who may work with the Council to deliver a range of activities and promote best safeguarding practice

Use of facilities by groups for use with children, young people or vulnerable adults

Parish Council will require the leaders to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and vulnerable adult policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Do risk assessments for individual activities.

Safe working practice

All users of Parish Facilities must follow the safeguarding children, young people and vulnerable adult's policy and procedures at all times.

It is recommended that they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures. Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.



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Expectations of behaviour

- All users of Parish Facilities should:
- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers, as appropriate.

Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of the Parish Council.
- The Parish council should follow the Lancashire Safeguarding Children's Board procedures for managing allegations against staff/volunteers on the LSCB website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO).

See contact details below.

LADO-Tim Booth	Tim.booth@lancashire.gov.uk Tel: 01772 536694
LSP	Day time 03001236720 Out of hours 03001236722
LSCB website	https://lancashiresafeguardingpartnership.org.uk/

Whistleblowing

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.

Types of Abuse

All persons involved with Catterall Parish Council should be aware of the main types of abuse



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- Physical
- Sexual to include CSE-child sexual exploitation
- Emotional
- Neglect.

Councillors, volunteers and staff should also pay due attention to and have some knowledge of:-

- Prevent Duty
- E-safety
- County lines-to include Cuckooing
- Female genital mutilation
- Child trafficking.
- HBA (honour based abuse)
- CALFB (child abuse linked to faith or belief)

Version Number	Purpose/Change	Author	Date
V0.1	Draft policy to be approved by council	P. Perks, Councillor	08/2022
V1.0	Adopted by council – minute 3607	P. Perks, Councillor	06/09/2022
V1.1	Reviewed and updated - Minor changes made to acronyms and updated website link – minute 4344	P. Perks, Councillor	03/02/2026