

# Tormarton Parish Council

## Safeguarding Children, Young People and Vulnerable Adults Policy

Version	Date adopted	Minute ref.	Notes	Review due
1.0	12/05/2025	12/05/2025 No. 12	Based on SGC model policy.	May 2026
1.1	15/06/2026	2026-06/9.1.3	Minor reformatting to improve flow and clarity. Altered references to “volunteers and management committee members” to “councillors, staff and volunteers”.  Added review period of four years.	June 2030

### Scope

Tormarton Parish Council undertakes or provides the following activities:

- General day to day running of the council including council meetings
- Parish Meetings
- Occasional one-off events such as village parties to celebrate national events

Whilst these do not include direct services or support for children, young people and vulnerable adults, Tormarton Parish Council recognises that safeguarding those members of society is everyone's business and that all may become vulnerable at many stages in their lives.

Tormarton Parish Council is committed therefore to ensure that councillors, staff and volunteers have an understanding of Safeguarding Children, Young People and Vulnerable Adults and what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.

### Definitions

**Safeguarding and promoting the welfare of children** means:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances

*(Working Together to Safeguard Children 2013)*

A **vulnerable adult** is someone '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 may be unable to take care of him or herself or protect themselves from harm'

*No Secrets: Department of Health, March 2000*

This means that not all adults are vulnerable but some may be vulnerable at times and others will be vulnerable all the time.

**Abuse** can take various forms:

- Physical
- Emotional
- Neglect
- Sexual

“Abuse is a violation of an individual’s human and civil rights by any other person or persons”

*No Secrets: Department of Health, March 2000*

Abuse includes:

physical abuse, hitting, slapping, punching, burning, sexual abuse, rape, indecent assault, inappropriate touching, emotional abuse, belittling, name calling, financial or material abuse, stealing, selling assets, neglect and acts of omission, leaving in soiled clothes, failing to feed properly, discriminatory abuse (including racist, sexist, based on a person’s disability and other forms of harassment)

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however the decision about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.

It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words if someone does not have their needs cared for this can be just as damaging whether it is done deliberately or because a carer can no longer manage. Obviously the way of then supporting the situation would be likely to be different.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

### **Actions to be taken by Tormarton Parish Council**

Any Tormarton Parish Council activities with children are run with the parents or carers of the children present. Councillors, staff and volunteers are not permitted at any time to be alone with children.

Tormarton Parish Council will ensure that all councillors, staff and volunteers are inducted into this policy and procedure and have an understanding of what forms abuse can take and how to report any concerns.

Tormarton Parish Council will ensure all who are arranging events on their behalf are made aware of this policy.

### **Advice and information**

South Gloucestershire Council’s Adult Care Team can be accessed for advice or information: contact 01454 868007 during working hours.

## **Reporting Concerns**

**If a crime may have been or is being committed contact the Police on 101 or 999.**

Councillors, staff and volunteers should report any concern that they have about a child or vulnerable adult to Chair of the Council, unless the concern is about the Chair where it should be reported to the Vice Chair. The Chair / Vice Chair will contact the SGC Team as below.

Members of the public can report any concerns directly using the contact details below.

### ***Children and Young people.***

Contact South Gloucestershire Council's First Point Team on 01454 866000 (during working hours) or the Emergency Duty Team (out of hours and weekends) on 01454 615165.

### ***Vulnerable Adults***

Contact South Gloucestershire Council's Adult Care Team on 01454 868007 (during working hours) or the Emergency Duty Team (out of hours and weekends) on 01454 615165.

Where possible, agreement should be obtained from the adult before sharing personal information with third parties.

## **Record Keeping**

If a concern is raised this should be documented and sent to the Chair of Tormarton Parish Council.

## **Managing allegations against councillors, staff or volunteers**

Any allegation will be fully investigated and Tormarton Parish Council will support staff/volunteers during this process. It is important that allegations are thoroughly investigated through the Safeguarding process so that allegations can be either proved or disproved for the protection of the child(ren), vulnerable adult(s) and staff.

Any allegation related to staff and/or volunteers working with Children and Young People must be reported to the South Gloucestershire Local Authority Designated Officer (LADO) on 01454 868924.

## **Policy review**

This policy will be reviewed at least once every four years.

The clerk is responsible for bringing forward the review should any change in legislation or best practice recommendations require such action.