



Lancing Parish Council

Safeguarding Policy for the Youth Council

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Please note that alternative formats of this document may be available upon request.

1.0 INTRODUCTION

- 1.1 Lancing Parish Council recognises its responsibility to safeguard all children and young people and promote their welfare by a commitment to a practice which protects them.
- 1.2 This policy should be considered in accordance with other Lancing Parish Council policies such as: -
- i. Data Protection Policy (2017)
 - ii. Dignity at Work Policy (2017)
 - iii. Equal Opportunities Policy (2017)
 - iv. Personal Safety Guide for Councillors (2017)

2.0 PURPOSE

- 2.1 To protect the children and young people who are members (or potential members) of Lancing Parish Youth Council.
- 2.2 To provide guidance on safeguarding and child protection to Officers of the Council and Youth Council Representatives.

3.0 REPORTING DISCLOSURES AND ALLEGATIONS

- 3.1 All disclosures and allegations must be reported to the Youth Council's Designated Person for Child Protection at the earliest opportunity (if initially reported verbally, a written report will be required). See Annex 1 and Annex 2 of this document for protocol.
- 3.2 All records relating to child protection and safeguarding concerns will be kept in the Parish Office and remain confidential.
- 3.3 Advice can be sought from WSCC Multi Agency Safeguarding Hub (MASH)
West Sussex Safeguarding Children Board
Multi Agency Safeguarding Hub
Fourth Floor, County Hall North (Parkside) mash@westsussex.gcsx.gov.uk
Chart Way, Horsham 01403 229900
West Sussex. RH12 1XH 03302 226664 (out of hours' emergencies)
- 3.4 Procedure
A Member of the Youth Council makes a disclosure or allegation
OR
An Officer of the Council/Youth Council Representatives observes concerning behaviour
↓
This is reported to Designated Person for Child Protection
↓
Designated Person for Child Protection reports incident to Police or MASH (if considered necessary)
↓
Written reports are collected
↓
Further actions will be at the discretion of the Police, MASH or other body involved.

4.0 RESPONSIBILITIES OF THE OFFICERS OF THE COUNCIL

- i. To ensure that a *Contact Information & Consent Form* has been received prior to a member (or potential member) attending a meeting and information relayed to Youth Council Representatives where appropriate.
- ii. To ensure that parents/carers are adequately informed of the activities of the Youth Council.
- iii. To Clerk the meetings of the Council (including writing/distributing the agendas/minutes)
- iv. To act upon decisions made by the Youth Council.

5.0 RESPONSIBILITIES OF THE DESIGNATED PERSON FOR CHILD PROTECTION

- i. To ensure everyone involved with the Youth Council is aware of how to raise safeguarding concerns.
- ii. To ensure all Youth Council Representatives and Officers of the Council involved with the Youth Council obtains a Disclosure and Barring Service (DBS) check.
- iii. To ensure that as a minimum, one Officer and one Youth Council Representative is in attendance at a meeting.
- iv. To ensure all Officers of the Council involved with the Youth Council understand the symptoms of child abuse and neglect.
- v. To refer any concerns to the appropriate bodies (see 3.3).
- vi. To monitor children who are the subject of child protection plans (if known).
- vii. To maintain accurate and secure child protection records.

6.0 YOUTH COUNCIL REPRESENTATIVES (PARISH COUNCILLORS)

- i. To support Members of the Youth Council in becoming an established body.
- ii. To advise Members of the Youth Council on Parish Council protocol.
- iii. To report the activities of the Youth Council to Council under 'Report(s) of Representatives on Outside Bodies'.
- iv. To report all disclosures and allegations to the Designated Person for Child Protection.

7.0 COMMUNICATIONS

- 7.1 Consent regarding email (and postal) must be sought and complied with.
- 7.2 Contact via personal Social Media/Social Networking accounts must be avoided.
- 7.3 Contact via personal telephones (including messaging) must be avoided.

8.0 ACCESS TO INFORMATION

- 8.1 Officers of the Council will hold on file the *Contact Information & Consent Forms*.
- 8.2 Youth Council Representatives will be informed of consent regarding contact via email and photograph/video use.
- 8.3 Youth Council Representatives will be informed of additional information including medical conditions, dietary requirements, disabilities or special educational needs (SEN).

9.0 TRAINING

- 9.1 Child Protection/Safeguarding training will be mandatory for Officers of the Council involved with the Youth Council and undertaken every two years.
- 9.2 Child Protection/Safeguarding training will be offered to the Parish Council Representatives annually when nominated at the Annual Meeting of the Council.

Annex 1 - Safeguarding Policy: Youth Council

Dealing with a Disclosure or Allegation

If a child/young person makes a disclosure or allegation of abuse/neglect, the Officer/Youth Council Representative should adhere to the following guidance: -

- i. accept what the child/young person says
- ii. stay calm (the pace should be dictated by the child/young person without them being pressed for detail)
- iii. use open questions (do not ask leading questions)
- iv. be careful not to burden the child/young person with guilt
- v. acknowledge how hard it was for the child/young person to tell you
- vi. do not criticise the perpetrator
- vii. do not promise confidentiality
- viii. reassure the child/young person that they have done the right thing
- ix. explain whom you will have to tell and why (Designated Person for Child Protection)
- x. what the next stage will be (if appropriate)
- xi. if there are any doubts as to whether to refer the matter, speak and discuss with MASH
- xii. remember - it is your role to listen, not to investigate

Recording Information Regarding a Disclosure or Allegation

- i. Make detailed notes at the time or immediately afterwards
 - a. Record the date, time, place and context of disclosure or concern
 - b. Record facts and what is said but not your assumption or interpretation
- ii. If it is observation of bruising or an injury try to record detail, e.g. "right arm above elbow". Do not take photographs.
- iii. Note the non-verbal behaviour and the key words in the language used by the child (try not to translate into 'proper terms').
- iv. It is important to keep these original notes and pass them on to the Designated Person for Child Protection.

Annex 2 - Safeguarding Policy: Youth Council

Name of Child/Young Person	Date of Birth
Place of Incident	Date/Time of Incident
Name and Role of Person Raising Concern	

Details of Incident/Concern

Details of Action Taken

Signed and Date
