



Everyone has a duty to safeguard children, young people and vulnerable adults. Pennington Parish Council is committed to maintaining the welfare of people whilst they are using the Parish Council facilities described within this policy.

### **This policy applies to:**

- Anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity.
- Any individual or organisation hiring the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

### **Facilities**

Community Halls:

- The Parish Rooms, Pennington.

Play areas:

- Swarthmoor Playground, Park Road, Swarthmoor.
- Loppergarth Playground, Main Street, Loppergarth.

They all have equipment suitable for toddlers and older children and there are safety surfaces installed around the equipment.

Allotments:

- Park Road, Swarthmoor.

**Pennington Parish Council has no specific person, either Councillors or staff members who are involved in the care of children or adults at the facilities listed above, but will ensure that, should a concern arise, the correct procedures related to this policy are followed.**

### **Definitions**

Children and young people:

- Anyone under the age of 18 years.

Vulnerable Adult:

- Anyone over 18 who is:
  - a) Unable to care for themselves
  - b) Unable to protect themselves from significant harm or exploitation
  - c) May be in need of community care services

Safe Environment

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

- Provide safe facilities and ensure regular safety assessments are undertaken.
- Ensure that employees, councillors and leaders of activities using Parish Council facilities, are aware of safeguarding expectations.
- Display on notice boards the relevant safeguarding contacts for advice and help.

## **Hire Of Facilities To Groups For Use With Children, Young People Or Vulnerable Adults**

### **Adults**

Pennington Parish Council require any group using its facilities to:

- Have a suitable safeguarding children, young people and vulnerable adults policy.
- Ensure leaders make their members aware of their own Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced Disclosure and Barring Service DBS checks as appropriate
- Complete a risk assessment for individual activities.

### **Safe Working Practices**

All users of Parish Council facilities must follow the safeguarding children, young people and vulnerable adults policy and procedures at all times.

For example 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.
- Ensure that photos or videos of individuals are not taken without written permission from parents/carers and not shared on public/ social media platforms without the appropriate consent.
- Ensure they have access to a first aid kit, telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips that this is carried out in pairs.
- Ensure that when first aid is required, that this is carried out in pairs and 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.

### **Code Of Conduct For Users Of Parish Council Facilities**

- Treat each other with respect.
- Show consideration for other groups using the facilities.
- Treat the facilities provided with due care and respect.
- Provide an example of good conduct that you wish others to follow.
- Refrain from any behaviour that involves racism, sexism, homophobic 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.
- Encourage an open atmosphere within user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of activities.

### **Welfare Of Staff**

Pennington Parish Council is committed to supporting and promoting the welfare of its employees. Pennington Parish Council is committed to seeking to ensure that employees are in a safe environment conducive to work and the enjoyment of a positive working environment. If an employee is accused or made aware of any of a safeguarding issue whilst at work they should report any concern in the first instance to the Chairman or Clerk.

### **Safeguarding Contact Details**

Cumbria Safeguarding Hub – 0333 240 1727

If you are concerned for the immediate safety of a child or vulnerable adult/ person, you should dial 999