



Children, Young People and Adults Safeguarding Policy and Procedure

1 POLICY STATEMENT

Everyone has the right to live in safety, free from abuse and neglect. Kingsbury Parish Council ("KPC") recognises its responsibility to safeguard children, young people, and adults with care and support needs when they come into contact with the council or services it provides.

2 WHO IS THIS POLICY FOR?

This policy applies to all KPC councillors, all members of KPC staff, and all persons, including volunteers carrying out any activity on behalf of, delivering a service for, or representing KPC.

3 WHAT DOES THIS POLICY COVER?

NB: It is not your responsibility to investigate concerns or decide if abuse has taken place. But it is your duty to report any concerns to an appropriate professional.

3.1 This policy & procedure document explains:

- What safeguarding means and how to spot the signs
- How to respond if you suspect or are told about abuse or risk to a person
- Managing allegations against staff members, councillors, volunteers or contractors
- Support for staff
- Good practice guidance

4 DEFINITIONS

- Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and reduce the risk of abuse and neglect
- A child or young person is anyone who has not yet reached their 18th birthday
- The term 'parent' is used as a generic term to represent parents, carers and guardians
- The terms staff, councillors and volunteers is used to refer to employees, parish councillors, volunteers, contractors and anyone working on behalf of, delivering a service for, or representing the council, including commissioned services
- An adult in need of safeguarding is someone who is:
 - Aged 18 years or over **and**;
 - Has needs for care and support, for example due to age, illness or disability **and**;
 - Is unable to protect themselves from abuse or neglect as a result of those needs.
- Abuse is a violation of an individual's human rights by others which may result in significant harm. It can be a single act or repeated acts. It can also be an act of neglect or failure to act.

5 TYPES OF ABUSE

There are a number of broad types of abuse affecting children, young people and adults. These include (but are not limited to):

- Physical abuse
- Emotional and Psychological abuse
- Neglect
- Sexual Abuse
- Financial or material abuse
- Exploitation/ Modern Slavery
- Discriminatory Abuse
- Institutional/organisational abuse
- Self-Neglect
- Domestic Abuse

Up to date definitions and further information can be found on the Warwickshire Safeguarding Adults Board at (www.safeguardingwarwickshire.co.uk)

6 SIGNS AND INDICATORS OF ABUSE

There are many signs and indicators that abuse of children or adults may be taking place. Examples include:

- Unexplained injuries or bruises, wounds, lacerations, burns
- Unkempt or dirty appearance
- Depression, anxiety or aggression, low self-esteem
- Missed appointments
- Obsessive behaviors
- Substance abuse (alcohol or drugs)
- Self-harm and thoughts of suicide
- Unexplained financial problems, unpaid bills, misuse of money by others

For more detailed information please visit the Safeguarding Adults Board website linked above.

7 CONCERN FOR WELFARE

The term safeguarding directly relates to a situation where abuse is taking place by a third party. Staff may, however, be concerned about the welfare of an adult where there is no abuse, e.g. if an adult is living in surroundings that are unsuitable or unsafe, or if there are concerns around substance misuse, self-neglect. Self-harming or poor mental health.

In these cases, concerns should still be reported to the appropriate agency as a concern for welfare or self-neglect.

Adults with concerns for their mental health should be directed to contact their GP and given the details for 'The Mental Health Number' organisation in Warwickshire at (www.wellbeingforwarwickshire.org.uk)

The Central Access Point in Coventry and Warwickshire for anyone needing urgent mental health support is available 24 hours a day, seven days a week: **0800 616171**

It is important to note that **you should always call 999 if you believe someone's life is at risk** - for example they have seriously injured themselves or taken an overdose. You should also call 999 if you do not feel you can keep someone else safe.

A mental health emergency should be taken as seriously as a physical one. You will not be wasting anyone's time.

Where a person has the capacity to make decisions but is putting themselves at significant risk through self-neglect then a Vulnerable Adult Risk Management Meeting (VARM) will be considered. VARM is a framework to facilitate working effectively together in particular where there is non-engagement and where that risk may lead to 'significant harm or death.

8 RESPONDING TO SAFEGUARDING CONCERNS

If you feel there is an immediate risk to a person's safety or wellbeing, always call the emergency services first. It is your duty to report any concerns you have about the safeguarding or welfare of a child, young person or adult. You are not expected to investigate suspicions or concerns relating to abuse further than your role would require, other agencies are trained to do this.

If you have a concern, you may:

- Speak to your safeguarding lead if you have one. They will support you to refer your concerns to the appropriate agency or professionals
- Speak to the Clerk, KPC Chair or KPC Vice-Chair
- Report your concerns to the relevant professionals

You **must** maintain confidentiality (see section 9 below).

9 CONFIDENTIALITY AND INFORMATION SHARING

Every effort should be made to ensure that confidentiality is maintained for all concerned in the protection of children, young people and adults with care and support needs. Information should be handled and disseminated on a need-to-know basis only. You should, however, be proactive in sharing information as early as possible with relevant professionals in order that any risks or concerns can be responded to without delay.

10 EMPLOYEES, COUNCILLORS AND CONTRACTORS

KPC shall ensure that anyone employed or engaged by the council will be appropriately checked for suitability when working with or around children and adults at risk by ensuring that staff are DBS checked (formerly CRB) to a standard disclosure unless informed otherwise in which case an enhanced disclosure shall be applied for and references will be sought.

KPC will provide staff, councillors, volunteers and contractors with the overarching principles that guide our approach to safeguarding and protection of children and vulnerable adults.

The Clerk to Kingsbury Parish Council will ensure that all staff, councillors, volunteers and contractors are in receipt of this policy.

KPC will ensure that staff, councillors, volunteers and contractors are aware of the procedure.

11 ALLEGATIONS AGAINST A STAFF MEMBER OR COUNCILLOR

Any allegation against a member of staff should be addressed via the KPC grievance procedures (**KPC-POL-10**). An allegation made against a councillor needs to be reported to the monitoring officer at North Warwickshire Borough Council (monitoringofficer@northwarks.gov.uk).

If you are concerned that someone in a position of trust has harmed a child or adult, or behaved in a way that indicates that they may be unsuitable to be in a position of trust, please contact the Local Authority Designated Officer (LADO) to discuss your concerns promptly, before speaking to the person of concern:

Adults: **01926 412080**

Children: **01926 886922**

Night-time: **01926 886922**

Email: lado@warwickshire.gov.uk

12 FURTHER REFERENCE:

This policy is to be used in conjunction with the following KPC policies and procedures:

(KPC-POL-10) Grievance Policy

(KPC-POL-11) Complaints Policy

(KPC-POL-13) Disciplinary Policy

(KPC-POL-14) Equal Opportunities Policy

(KPC-POL-18) Risk Management Policy,

(KPC-POL-22) Health and Safety Policy

13 REVIEWS AND ADOPTION

This policy will be reviewed annually from the date of adoption by KPC.

Adopted at the Parish Council Meeting on 19th Mar 2025 (Minute 460)

14 REVISION CONTROL

Revision	Details of Change
Mar 25	New document
Jan 26	Reviewed at Parish Council Meeting 21 st January 2026 Min No 613