

8.1 Key Steps

The key first step is for your organisation to recognise safeguarding as a priority. Once recognised as a priority, the next step is to agree who will lead and who will administer the process to ensure that safeguarding policies and procedures are implemented and acted upon.

- How to recognise? Previous incidents?
- Who to lead and administer? Cllr and Clerk? (amend Job Descriptions)
- How to monitor? Scrutiny?

Leadership is really important; to make sure that safeguarding is embedded within your organisation and all of your employees and volunteers. You might wish to consider asking a councillor or trustee or person on your governing body to act as advocate and champion within your own organisation and also with local organisations that may be affected by the new policy (e.g. local scouts, volunteer groups, users of accommodation, families using play spaces etc.).

- Cllrs who sit on other bodies?
- Their ToR TBA

Administration involves preparing the policy and procedures and ensuring they are embedded. This could fall to a council clerk, a trustee or other employee working in your organisation. In a local council for example, the clerk will most often also be the Safeguarding Lead for reporting purposes although a councillor can also do this role.

8.2 Making a commitment

Next, your organisation should demonstrate that it has accepted that it has a role and responsibility in safeguarding by adopting a policy statement that includes:

- A clear commitment to safeguarding and promoting children and adults welfare including child sexual exploitation a clear statement of the council's acceptance of its responsibilities **STATEMENT**
- towards children, young people and adults; **WITH EXAMPLES**
- a clear line of accountability within the council for safeguarding and promoting the welfare of children, young people and adults; **FLOWCHART OF ACTIONS/TIME LIMITED**
- a commitment to design services so that they take account of the need to safeguard and promote welfare and are informed by the views of children and adults; **WHAT SERVICES?**
- a commitment to set up clear reporting procedures and give clear guidance on safeguarding matters; **FLOWCHART?**
- a commitment to following safer recruitment practices; **FIND EXAMPLES**
- a commitment to training on safeguarding and promoting the welfare of children, young people and adults for all staff and councillors working with, or in contact with, children, young people, their families, and adults; **WHAT TRAINING?**
- a commitment to working with other agencies to safeguard and promote the welfare of children and adults; **WHICH AGENCIES?**
- a commitment to share information with the agencies responsible for safeguarding **INFO SHARING PROTOCOL AND GDPR!**
- And finally, a recognition that the policy applies to councillors or your governing body as well as employees and volunteers. **WITH STATEMENT**

It should be formally adopted. In the case of a council this should be a full council meeting as part of your council's governance framework, with specific reference being made to it in

Standing Orders and Code of Conduct. In the case of a community or voluntary group this should be done at a formal meeting and minuted accordingly. Ideally the policy should be reviewed annually to keep it up to date and check that it is being followed effectively.

INCLUDE WITH DECLARATION OF ACCEPTANCE OF OFFICE?

8.3 Putting the policy to work

The next step is for your organisation to look at how its commitment to safeguarding is going to be delivered. This can be done by developing and adopting a set of safeguarding 'guidelines' as an extension to its safeguarding policy. Simplicity and ease of understanding is critical, so that the procedures are easy to use and don't slow things down or become neglected in practice. **ONE PAGE GUIDE WITH KEY PEOPLE & NUMBERS (SEE EMERGENCY PLAN)**

Your safeguarding procedure 'guidelines' should include:

- who is the designated person responsible for overseeing safeguarding matters
- who is your organisation's safeguarding champion (if you have one)
- what are the lines of accountability for ensuring the safeguarding of children, young people and adults
- what abuse might look like, what the triggers for reporting are
- a code of conduct for working with children, young people and adults
- **a statement of the training requirements for employees, councillors and volunteers**
TRAINING POLICY
- processes for dealing with allegations of abuse, whether they be against external members of the community, users of the organisations premises, employees, trustees, volunteers or councillors
- how to deal with confidentiality issues
- a flow chart describing the reporting process
- key contacts
- a safer recruitment process
- two basic forms - one a consent form for participation in activities, the other an incident recording/reporting form
- the inclusion of a safeguarding arrangement in any contract documents (e.g. for work being done on behalf of your organisation, or in the terms of hire for room lettings etc.) **TENDER DOCS**
- a system of record keeping for safeguarding matters for monitoring and
- audit purposes.

In addition, your organisation might consider putting up posters reminding its staff, councillors or volunteers about safeguarding arrangements and good practice. A small leaflet could also be provided as a reminder. **AVAILABLE FROM CC**

Once adopted, the safeguarding 'guidelines' should be used to briefly check that existing arrangements and services are up to scratch, so as to identify areas for improvement.

8.4 Designated person and accountability

Your organisation should formally appoint a 'Designated Person' for safeguarding (also sometimes referred to as Nominated person, or, in the case of a council, Parish Safeguarding Officer).

The role of the Designated Person is to be the main contact point for the referral of allegations for your organisation. In smaller councils for example, this will usually be the

clerk, acting under delegated powers, **STANDING ORDERS** or through a specific provision of their job description. In larger councils it could be another employee. In a voluntary or community group this could be a trustee or other person who sits on the governing body. Councillors can also be the Designated Person, especially if they are actively involved in developing and managing playing fields and play spaces etc.

The Designated Person will need to have a broader and deeper understanding of safeguarding matters and therefore will need to be trained before other employees, volunteers or councillors and to a higher level.