

# Radcliffe on Trent Parish Council

## Safeguarding Policy

---

### Introduction

The purpose of the Safeguarding Policy is to set out how Radcliffe on Trent Parish Council (the "Council") covers the safeguarding of Children and Adults, and what the Council and Officers should do if any form of abuse or neglect is encountered.

It includes ensuring that the Council's staff work in an environment that is safe.

It is everyone's responsibility to ensure any child or adult at risk is made safe. In your role you may come into contact with children or adults who are at risk of abuse and neglect, and this may include self-neglect for adults.

This policy includes some of the signs you might pick up on and what to do when you do. Who to contact and what to expect.

---

### Council responsibilities for Safeguarding Children and Adults

- To appoint a designated Proper Officer of the Council to uphold this policy.
  - To appoint a Councillor to be a Safeguarding Champion. (Cllr Farnsworth)
  - To publicise these roles and ensure that contact details are up to date.
  - To have a reporting and recording mechanism which is well publicised.
  - To ensure that all staff have the relevant level of safeguarding training.
- 

### What to do if you have concerns about an Adult or Child

In undertaking your role if you come across a situation that causes you concern, the following should be considered:

- Why are you concerned about the individual or situation?
  - What do you think the level of risk is?
  - What would be the implications of doing nothing or deferring action?
  - What do you need to do right now?
-

## If there is an immediate risk

If the Child or Adult is immediately at risk, you should contact the Police by calling 999.

If there is no immediate danger, **collect as much information as you can** and contact report this at the earliest opportunity to the designated Proper Officer of the Council and the designated Safeguarding Champion.

The designated Proper Officer of the Council and/or Safeguarding Champion will ensure that appropriate advice is sought from Nottingham City Council's Social Care Department, and where necessary make a safeguarding referral.

The following two publications provide additional detail:

- [Referrer Procedures](#)
- [Referral Guidance](#)

**If you think it is urgent and none of the above are available, do not delay - contact:**

- [Multi-Agency Safeguarding Hub](#) on 0115 876 4800 (Child)
- [Nottinghamshire County Council](#) on 0300 500 8080 (Adults)

Whoever you contact through whichever means you will be required to complete an internal reporting form in conjunction with the designated Proper Officer of the Council and designated Safeguarding Champion.

---

## Safeguarding – Child Specific Issues

Child abuse can and does occur in family settings, institutions and elsewhere.

It is not always easy to recognise situations where abuse could be, has been or is taking place.

We acknowledge that our staff are not experts in this field. However, staff have received a level of training deemed suitable to their job. In line with this, Council expect staff to highlight and discuss any concerns they may have about the welfare of a child with either the designated Proper Officer of the Council and/or the designated Safeguarding Champion.

It is the responsibility of the designated Proper Officer of the Council and/or the designated Safeguarding Champion to refer the matter to the relevant authorities through formal channels.

If a child states or indicates that they are being abused or information comes to light that indicates that a child may be being abused then you should:

- React calmly so that the child does not become frightened;
- Listen to the child;

- Reassure the child and tell them that they are not to blame and that they are right to tell;
- Take what the child says seriously whilst recognising that there may be problems in understanding/interpreting what is being said by the child, especially if there is a speech impairment or where there is a difference in language;
- Make a full record of what has been said, heard or seen as soon as possible, including timing, setting and details of all those present;
- Explain that you cannot promise not to speak to others about the information shared.

You must not:-

- Stop a child who is freely recalling significant events;
- Make any promises of confidentiality;
- Ask the child to repeat their account of events to anyone.

If you are unsure of what to do discuss this immediately with the designated Proper Officer of the Council and/or the designated Safeguarding Champion.

---

## Safeguarding – Adult Specific Issues

The following details things to consider if the person you are concerned about is an adult.

The definition of "adult at risk" is not clearly or consistently agreed upon across the different sectors. The Care Bill (2015) refers to "people with care and support needs" who may be vulnerable to abuse and neglect.

These are some of the things you may encounter:

- An adult that has needs for care and support, but it is not in place;
- They are experiencing, or are at risk of, abuse or neglect;
- As a result of those needs is unable to protect themselves against the cause of neglect, or the risk of it;
- Are self-neglecting themselves.

It is important to respond to a safeguarding situation in a way that enhances the involvement, choice and control of the person being safeguarded as well as improving their quality of life, wellbeing and safety. It is about seeing people as experts in their own lives and working alongside them with the aim of enabling them to resolve their circumstances and support their recovery.

The Council encourages staff to respond to a safeguarding situation by helping the person achieve the outcomes they want.

---

## Mental Capacity Act 2005 – Consent and Best Interests

The Council understands that sometimes situations are witnessed which cause concern but we must also follow the advice and guidance given by the Mental Capacity Act (MCA) which is summarised below.

It should be assumed that people have capacity to make their own decisions and be given all the practical help they need before they are considered not to be able to make their own decision.

Judgements about someone's mental capacity must always be decisions and time specific. This means that a person may have the mental capacity to make decisions about some areas of their life but not others.

Where an adult is found to lack capacity to make a decision then any action taken, or any decision made for, or on their behalf, must be made in their best interests. Even when a person is assessed as lacking capacity, they must still be encouraged to participate in the safeguarding process.

All staff have a responsibility to ensure they understand and always work in line with the MCA which is based on the following five principles:

1. Presumption of mental capacity;
2. Helping and encouraging people to make decisions;
3. Respecting that people are entitled to make unwise decisions;
4. Any decisions made for a person without capacity must be based on their best interests;
5. The least restrictive option must always be adopted.

### ***Raising an alert when the adult does not want any action***

If the adult has capacity and does not consent to a referral and there are no public or vital interest considerations, they should be given information about where to get help if they change their mind or if the abuse or neglect continues.

If you are in any doubt about the capacity of an individual in a scenario that causes you concern please discuss this with designated Proper Officer of the Council and/or the designated Safeguarding Champion.

### ***The Council's responsibilities to safeguard staff***

Wellbeing support is available to all staff through the Council's HR system. This includes access to counselling services and mental health support 24/7, 365days.

The Council also has a number of policies to assist its employees in knowing what to do if they have concerns. Relevant policies can be accessed online or through an Employees line manager.

## Training

The Council will provide training to staff and Councillors on a potential risk basis:

- It will be mandatory for all Council staff to complete training modules on Safeguarding Children and Adults. These will be repeated on an annual basis to refresh the information
- New staff will receive this training as part of their induction process.
- The designated Proper Officer of the Council and Safeguarding Champion will be trained on how to work with staff who may encounter any safeguarding issues to ensure they know how to react and know what the process is to report and what is needed.

---

## Review and Amendment

This policy will be reviewed regularly and updated as necessary to ensure compliance with relevant legislation and to reflect best practices.

---

Date	Item	Next Review
25.06.2018	Document created	2022
24.10.2024	Document revised and updated	19.11.2024
19.11.2024	Full Council consideration and adoption	2025