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Children and Vulnerable People Safeguarding Policy

Status	Adopted
Date adopted	26/02/2020 20/02/-11
Date v2 adopted	26/07/2023 C23-121
Date v3 adopted	30/09/2026 C126-122a
Date of review	Sept 2027

1. Definitions

Where the following terms are used in this policy, they shall have the meaning indicated below:

child(ren)	anyone under the age of 18 years;
vulnerable person	A person aged 18 or over who has needs for care and support, is experiencing or is at risk of abuse or neglect, and, as a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.
Council	Castle Bromwich Parish Council
Council Representatives	employees, councillors and volunteers representing Castle Bromwich Parish Council.

2. Introduction

The Council believes that children and vulnerable people have the right to have fun and be safe in the services and activities provided for them.

3. Child and Vulnerable People Protection Statement

Whilst we don't work directly with children (with the exception of the youth council) or vulnerable people, we may encounter them. The Council is committed to ensuring that children and vulnerable people are protected and kept safe from harm whilst engaged in services and activities organised and provided by the Council and accepts the moral and legal responsibilities associated with this. The policy affects all Council Representatives.

4. The Council aims to do this by:

(i) making Council Representatives aware of their statutory "duty of care" relating to children and vulnerable people and encouraging good practice, including the requirement for all staff to undergo safeguarding training along with DBS

checks where relevant to job role.
(ii) creating safe and healthy environments for its services and activities;
(iii) responding appropriately to any allegations;
(iv) requiring Council Representatives to abide by this policy;
(v) appointing a Designated Safeguarding Lead;
(vi) requiring each hirer to produce their own safeguarding policy for verification. If they do not have one, they are required to follow our policy.

5. Designated Safeguarding Lead (DSL)

The Council's Designated Safeguarding Lead is Dylan Faultless-Hodgson (Community and Leisure Officer), supported by Cllr. S Beechey (Safeguarding Councillor). This will be supported by the deputy DSL, Gemma Burgess (Council Clerk), who will act as the contact point in the DSL's absence.
The role of the Designated Safeguarding Lead is to:
(i) ensure that procedures are in place to enable the Council's aims to be met;
(ii) initiate appropriate action should any allegation of improper conduct be made.

6. Use of Contractors

Contractors, engaged by the Council in areas where workers are likely to encounter children, young people and vulnerable people, should have a similarly robust Child and Vulnerable People Protection Policy, or failing this, must comply with the terms of this policy. Contractors will be monitored by the Council's staff and officers.

7. Youth Council

The Youth Parish Council (YPC) consists of Castle Bromwich/ neighbouring residents aged under 21 (Young adult members aged 18-21). All members aged 18 and over are required to undergo a DBS check. All children must have parental consent to join the YPC. You should not be alone with a young person under any circumstance, unless they are your child. Transporting a young person in a personal vehicle is not permitted. Should an emergency occur where this is unavoidable, you must have at least 1 other DBS-checked adult with you or have strict parental supervision/authorisation in writing (digital allowed, e.g. SMS or email). All councillors and officers who work with the YPC are required to undergo a DBS check. Any disclosure of abuse or mistreatment, whether inside or outside the YPC, should be immediately reported to the DSL following the procedures noted below. No personal information about any YPC member will be disclosed outside of approved communication channels. Photo permissions are to be made clear upon application to the YPC.

8. Procedures

It is important that Council Representatives are aware that the first person who has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred.

Although it is not the place of any Council Representative to investigate allegations, Council Representatives do have a duty of care to children and vulnerable people, which means they must report any suspicions they may have. In general, there are 3 situations that may require Council Representatives to respond to a concern or case of alleged or suspected abuse:

- responding to a child or vulnerable person disclosing abuse.
- responding to allegations or concerns about a Council Representative based on personal observation or due to a complaint.

• responding to allegations or concerns about any other person.

Guidelines to be followed if a child or vulnerable person discloses abuse/ safeguarding concerns or someone discloses abuse/ safeguarding concerns about someone else:

8.1 Record immediately, in writing, all details you are aware of, including exactly what was said, using the individual's own words wherever possible. In your record you should include the following:

a) the date and time
b) the child or vulnerable person's name, address and date of birth
c) the nature of the allegation
d) your observations – a description of the child or vulnerable person's behaviour, physical and emotional state and any visible injuries.
e) exactly what the child or vulnerable person said and what you said. Record the individual's account of what has happened as closely as possible.
f) sign and date what you have recorded.

8.2 Do not ask pressuring, leading or investigative questions. Allow the person to speak free of interruption.

8.3 Reassure the child or vulnerable person that they have done the right thing in telling you.

8.4 Contact the DSL as soon as possible for further steps.

In case of an emergency, where the individual is in danger, phone 999 immediately. Every effort should be made to ensure that confidentiality is maintained, as any breach of confidentiality could be damaging to the individual, their family, those who are the subject of allegations and any investigations that may follow.
Recorded information should be handed over to the Local Authority (relevant departments) or the Police, and any copies stored in a secure place with limited access in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure). Council Representatives should not inform the individual's parents/guardians or carers. This will be done by the Local Authority/Police. Council Representatives should make no comment to the public or media. Best efforts to gain consent from vulnerable adults to disclose information should be made. This can be overridden if you are concerned about immediate danger, danger to others, it's in the public interest, or the reporter lacks mental capacity. Contact the DSL if you have any concerns about raising a report.

9. Photography

Council Representatives should be vigilant at all times regarding people using cameras or videos at events or activities which involve children and/or vulnerable people on Council property or when engaged in Council activities. Consent must be sought from a parent/guardian/carer/or vulnerable adult themselves prior to recording a recognisable image. Unsupervised access to children or vulnerable people or one-to-one photographic sessions is not permitted.

Names of children or vulnerable people should not be used in photographs or video footage, unless with the express permission of the parent/guardian or carer. Ensure correct signage is displayed in any event where photos may be taken (located in the filing cabinet in the Arden Hall office).

10. Transportation

You should not take a young person in your personal vehicle unless they are your child. Should an emergency situation occur where this is unavoidable, you must have at least 1 other DBS-Checked adult with you or have strict parental supervision/ written authorisation (digital allowed e.g. SMS or email). This should be avoided at all costs; where applicable, you will be liable if you have not followed the procedures set out in this policy. If you are transporting a vulnerable adult, then there must be a system in place where you can ensure their safety. That can be done through the consent of the adult where capable, ensuring 2 DBS-Checked people are present (including yourself) or ensuring 3 people are always in the vehicle.

11. Hirers

Hirers are required to provide their safeguarding policy upon booking or annually if they are a regular hirer. This will be scrutinised by the DSL before a booking is confirmed. Written approval of the policy is needed to be classed as confirmation. This is a case-by-case basis and can be requested by the DSL at any stage of the booking process. If a hirer does not have a separate policy, then they should adhere to this policy.

Any bookings taken should be scrutinised to ensure we are preventing radicalisation and extremism. If you believe the prospective hirer may fit into any of the below categories, then you need to consult the DSL to come up with an overall decision to ensure the safety of hirers, guests and staff. If a hire is ongoing and you notice elements of extremism, then you must get in contact with the DSL as soon as possible to make the decision on whether the hire should be cancelled. If it becomes dangerous or must be shut down immediately, then you must phone the police, await their arrival and then inform the hirer that their hire is being cut short and they are to leave the premises immediately. Upon informing the DSL, they will pass on details to the Police and the Counter Terrorism Police.

To meet the Government's definition of extremism, an individual does not have to meet every part of the definition, some of the key areas of concern are:

- *Opposition to democratic government*
- *Intolerance towards other groups, including the protected characteristics*
- *Inciting hatred, violence, or call for the breaking of the law.*
- *Encouraging, glorifying or promoting any acts of terrorism, including individuals, groups or organisations that support such acts*
- *Insulting other faiths, beliefs or groups.*

Hirers should be aware of the reporting procedures should they or their guests have any concerns. In each toilet communal area there will be at least one poster stating how people can report safeguarding concerns or get help themselves, including domestic violence reporting hotlines. These can be sourced from the DSL. It is important to remember that safeguarding is for everyone, not just children.

Bar staff should be aware of how we can help vulnerable adults who may possibly be at risk. Should concerns be reported to or noticed by bar staff then they must report it to the DSL as soon as possible. Potential signs to look out for include significant intoxication, unwanted attention, harassment, coercion, distress, isolation

from friends/carers, or suspected drink spiking. If the person is in immediate life-threatening danger, then call 999.

12. Sources of Information.

Castle Bromwich Parish Council
Dylan Faultless-Hodgson
Designated Safeguarding Lead
Arden Hall, Water Orton Road
Castle Bromwich
B36 9PB
0121 747 7150
leisure@castlebromwichpc.gov.uk

ChildLine
Free helpline for children and young people in the UK. Children and young people can call to talk about any problem
www.childline.org.uk
0800 1111

NSPCC
Information for children and adults
www.nspcc.org.uk
0808 800 5000

Hourglass- Elder abuse
www.wearehourglass.org/
0808 808 8141

Solihull Safeguarding Adults Board
www.safeguardingsolihull.org.uk/ssab/
email: ssab@solihull.gov.uk
0121 788 4376

Solihull Local Safeguarding Children Partnership
www.safeguardingsolihull.org.uk/lscp/
email: lscp@solihull.gov.uk
0121 788 4325

Samaritans
www.samaritans.org
116 123