

Keeping Children, Young People and Vulnerable Adults Safe

This guidance is intended for anyone organising or promoting activities on behalf of, or in association with, Wolvey Parish Council

Do:

always work in an open environment (e.g. avoid private or unobserved situations);

treat everyone equally and with respect and dignity;

maintain safe and appropriate contact with everyone;

be an excellent role model, do not smoke or use inappropriate language, responsible drinking of alcohol should only take place in appropriate circumstances;

give enthusiastic and constructive feedback rather than negative criticism;

obtain parental/carer consent if you are required to transport vulnerable people in your vehicle;

obtain parental/carer consent prior to any photographs, videoing or audio recording;

ensure appropriate clothing is worn by you and those participating at all times; and,

when working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Do Not:

spend excessive amounts of time alone with vulnerable people;

take vulnerable people to your home where they will be alone with you;

allow vulnerable people to travel on their own with you in a vehicle;

engage in rough, physical or sexually provocative games, including horseplay;

enter a toilet with vulnerable people unless another responsible adult is present or gives permission (this may include parent, teacher or group leader);

allow or engage in any form of inappropriate contact;

allow or encourage abusive peer activities (e.g. any game/activity where an individual may be held up to ridicule);

allow children and young people to use inappropriate language unchallenged;

make sexually suggestive comments to, or within the hearing of a child or young person, even in fun;

bully a vulnerable person as a form of control;

allow allegations made by a vulnerable person to go unchallenged unrecorded or not acted upon;

do things of a personal nature for vulnerable people that they can do for themselves;

give your personal communication and media contact details to a vulnerable person; and,

communicate with vulnerable people by phone, email or other social media without the knowledge of parents/carers.

Responding to complaints and alleged or suspected incidents

maintain confidentiality but do not make promises you cannot keep, explain that the information will have to be passed on and what action you will be taking;

stay calm, be reassuring and make it clear that they have done the right thing in disclosing to you;

show that you are taking the person seriously and that you understand and believe them;

keep questions to a minimum, confined to the facts and ensure they are not leading.

try not to display any sign of shock or disapproval when the person is making a disclosure;

do not jump to conclusions;

the person may not regard the experience as either bad or painful, they may not feel guilty or angry;

be aware of your own feelings that may be different to those of the person;

report any disclosures to the Designated Person (see below) and ensure that it is recorded in writing;

make written notes as soon as possible, note the time and date of both the disclosure and the note and ensure that you know the person's name;

do not destroy any evidence as it may be useful in a court of law;

initial disclosure, even if retracted, must still be referred; and,

always act on a disclosure immediately and do not let the person return to a potentially unsafe environment that is the subject of the disclosure.

To report an incident contact:

Designated Person - Margaret Cartwright, Clerk to Wolvey Parish Council on 01455 246494 or, if unavailable,

Warwickshire County Council - Social Care Services

Mon to Fri 8am to 8pm & Sat 9am to 4pm 01926 410410

All other times 01926 886922 and ask for the Duty Social Worker