

# SEIGHFORD PARISH COUNCIL

## Vulnerable Persons Policy

### **General Guidance**

To safeguard both employees and Seighford Parish Council, the following guidelines apply to Seighford Parish Council, it's staff, councillors, volunteers, service users and groups or organisations that involve children, young people, or vulnerable adults, or where they may be present, for example at events.

Conversely, allegations are sometimes falsely made for a number of reasons, so all members of staff should be aware of situations that could put them in danger of this happening.

At least one member of staff and one councillor will always be trained to up to date standards in protecting vulnerable people.

### **You must;**

- Make sure groups or organisations that work with children, young people & vulnerable adults have a protection policy & appropriate Criminal Record Bureau checks.
- Treat all children and young people and vulnerable adults with respect.
- Make sure that there is always another responsible adult present, or within sight/hearing distance, when you are in the company of children or young people or vulnerable adults. If in any doubt of your own safety, visit the group or organisation with a colleague.
- Remember that someone may misinterpret your actions, no matter how well intentioned, especially physical contact like hugs.
- Challenge unacceptable or inappropriate behaviour.
- Take seriously anything a child, young person or vulnerable adult tells you about alleged unacceptable or inappropriate behaviour, without promising to keep it secret.
- Report any disclosures or suspicions of abuse to the nominated person within Seighford Parish Council.

### **You must not:**

- Assume that an applicant group or organisation understands their own Child, Young Person & Vulnerable Adult Protection Policy. Check they have a nominated person and that this person has been trained.
- Assume that because you have a good professional reputation, or are employed by a reputable charity, you will be protected from accusations.
- Have inappropriate physical contact with anyone. If in doubt, don't touch.
- Have inappropriate verbal contact with anyone. Don't make suggestive or derogatory remarks or gestures, or be verbally aggressive, or use offensive language.
- Display attention-seeking behaviour, or be drawn into displaying it.
- Promise to keep anything a child, young person, or vulnerable adult tells you secret.
- Jump to conclusions without checking facts.
- Exaggerate or trivialise abuse issues.
- Show favouritism towards a child or young person or a vulnerable adult.
- Give or receive gifts, including loans, and including money and property.

### **Procedures to follow if a child or vulnerable adult alleges abuse**

- Never promise to keep a secret. Explain that you may have to talk to someone about it and assure them it will be someone who will be able to help.
- Allow them to decide if they want to continue to open up. Do not push them. If they decide not to disclose, report the incident to the nominated person at Seighford Parish Council.
- Avoid probing, leading or direction questions.
- Allow them to talk at their own pace; do not pressure them to disclose anything they do not wish to.
- Do not leave them until they are ready and then discuss the issue immediately with the nominated person. If this is not possible, write a thorough report of the incident and speak to the nominated person as soon as possible,

The Chairman is the nominated person for Seighford Parish Council and is always willing to discuss any concerns, or tell you about other sources of information on these issues.