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/carers consent if you are required to transport vulnerable people in your vehicle;

obtain parental/carers 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