

<b><u>POLICY AND PROCEDURE:</u>      CHILD AND VULNERABLE ADULT PROTECTION</b>
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**PURPOSE:** To ensure that everybody involved with MPC has a clear understanding of their responsibilities and has a duty of care to safeguard all young people and vulnerable adults. This means:

- Accepting that the welfare of the child or vulnerable adult is paramount.
- Promoting the protection of children and vulnerable adults from harm.
- Promoting the development of the child or vulnerable adult to their full potential.

The Council aims to:

- Create, where possible, a safe and secure environment for young people and vulnerable adults on projects sponsored by MPC.
- Create, where possible, a safe and secure environment for young people and vulnerable adults when using our facilities.
- Ensure that Trustees, staff and volunteers are aware of their responsibilities to young people and vulnerable adults engaged in their projects or using their facilities.
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.
- Maintain an inter-agency approach when dealing with incidents occurring at our facilities or on our projects. We will work in partnership with other agencies, e.g. Cambs County Council, Police, Youth Service and other local community bodies.
- Be aware of confidentiality when dealing with incidents.
- Ensuring parental consent in writing when required to act in loco parentis.

**SCOPE:** The policy applies to Councillors, Council staff and contractors, and to those who hire Council premises or undertake activities on the Council's behalf.

**POLICY:** Children and vulnerable adults will be safeguarded through the Council providing a safe and secure environment for our users and that our users are aware of procedures when dealing with any incident.

**PROCEDURE:**

1. Monitoring of child and vulnerable adult safety by Councillors, staff and volunteers at all times.
2. Reporting of incidents to designated person.
3. Reporting of incidents to professional agencies.
4. Ensure new Councillors, staff and volunteers are familiar with this policy.

5. Ensure that adults hiring MPC facilities to work with the young people and vulnerable adults have appropriate child and vulnerable adult protection procedures in place.
6. Keeping a written record of reported injuries occurring on MPC premises along with details of any treatment given.
7. Being aware and vigilant of any inappropriate filming or photography taking place on MPC premises and reporting to designated person.
8. Ensure that all those involved with MPC are aware of the organisation's Complaints Procedure and Equality Diversity Policy.

Document Approval:

*Julie Norra*

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 23 October 2017**

*Review Policy: Every 12 months*

#### IMPLEMENTATION PLAN

NO.	ACTION	BY WHOM?
1	All Councillors need to be aware of their responsibilities and challenge any action or occurrence they feel unhappy with.	All
2	Anything arising from 1 should be reported. Cllrs involved with The Hub and Sports facilities need to report on behalf of those venues.	All
3	If the incident/occurrence is of sufficient concern, it must be passed on.	The Clerk
4	Include in the Induction pack	The Clerk
5	Check policies when agreeing to the hire and make sure the facilities own Terms and Conditions make reference to child and vulnerable adult protection.	Cllrs who are part of the Hub MG and those on the [Sports Facilities MG]
6	Ensure a record kept and reported to the Clerk.	As for 5
7	All Councillors need to be aware of their responsibilities and challenge any action or occurrence they feel unhappy with.	All
8	Include in Induction pack and publish on website	The Clerk