



People Management: Policy on safeguarding

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Our Values: Care – Enjoy – Pioneer

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1. Introduction

- 1.1 The Authority provides a variety of services for children, young people and vulnerable adults in order to increase awareness, understanding and enjoyment of the special qualities of the National Park.
- 1.2 We believe that it is always unacceptable for any individual, and in particular for children, young people and vulnerable adults, to experience abuse of any kind. We recognise our responsibility to protect and safeguard their welfare by having a commitment to practice which protects them. We are also aware that employees working with, or in the vicinity of young people, are vulnerable to having allegations of abusive, illegal or improper conduct made against them.

2. Aims

- 2.1 The purpose of this policy is to provide protection for children and vulnerable adults who receive our services. It is supported by guidance to provide all staff with clear and practical advice on working with children, young people and vulnerable adults whilst minimising the risk of allegations being made against them. The policy is further supported by procedures which should be adopted if there is suspicion that a child or vulnerable adult may be experiencing, or be at risk of, harm.

3. Definitions

- 3.1 **Child / children** refers to any person(s) under the age of 18.
- 3.2 **Teacher** means the responsible adult in charge of a group of children or vulnerable adults.
- 3.3 **Guardian** includes parents, relatives or the person responsible for the child.
- 3.4 **Vulnerable adult** is someone aged 18 or over who:
 - Is, or may be, in need of community services due to age, illness or a mental or physical disability.
 - Is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.
- 3.5 **Staff** includes employees, Members, casual workers and volunteers on assignment with the Authority.
- 3.6 **Designated Safeguarding Officer (DSO)** is the Head of People Management.
- 3.7 **Deputy DSO** is the Engagement Team Manager.

4. Our commitment

4.1 We safeguard children and vulnerable adults. Specifically, we:

- Adopt safeguarding guidelines through procedures and a code of conduct for staff and volunteers.
- Recruit staff safely, ensuring all necessary checks are made.
- Share information about child protection and good practice with children, parents/guardians and employees.
- Respond swiftly to all suspicions or allegations of abuse.
- Provide effective management for staff through supervision, support and training and ensure every member of staff is aware of their responsibility to inform the DSO (or their deputy) of any concerns relating to safeguarding children and vulnerable adults.
- Maintain links with appropriate Local Education Authority departments and statutory child care authorities.
- Review our policy and good practice every year or whenever there is a major change in the Authority or in relevant legislation or guidance.

5. Responsibilities

5.1 The Authority has a legal duty of care to provide a safe environment when children and vulnerable adults access our services. We ensure that our policies and practices reflect this duty and review the operation of the associated documents at regular intervals.

5.2 Line managers put in place measures to minimise the risks to children and vulnerable adults. Managers must familiarise themselves with the guidance for staff working with children and vulnerable adults. In particular, line managers must ensure that they take steps to safeguard children and vulnerable adults by:

- Identifying posts and roles which require disclosure.
- Ensuring that the right people are recruited to designated posts.
- Identifying training needs for those staff in designated posts.

5.3 The People Management Service develop policies and procedures to safeguard children and vulnerable adults and assist line managers in applying these in practice.

5.4 This policy applies to the whole workforce who act on behalf of the Authority and who come directly into contact with children or vulnerable adults. Every individual has a duty to report any concerns that they may have about inappropriate behaviour towards children and vulnerable adults from staff they work with. This may not be behaviour linked to child abuse but that pushes the boundaries beyond acceptable limits and our guidelines for behaviour. Such behaviour may be witnessed by our own staff or staff from partner organisations. Any concerns relating to safeguarding children must be reported to the DSO or appropriate authorities. Any information disclosed by a member of staff to the DSO is treated in confidence and only passed on to appropriate employees or professionals.

6. Complaints procedure

6.1 Any complaints relating to the mis-implementation of this policy should be directed through the procedure available at [Complaints procedure: Peak District National Park](#).

7. Relevant legislation and links to other policies and guidance

7.1 Relevant legislation:

- Working Together to Safeguard Children 2018
- Data Protection Act 2018
- General Data Protection Regulation 2018
- Equality Act 2010
- Children Act 2004
- Employment Act 2002
- Age Discrimination Act 2006
- Work and Families Act 2006
- Employment Rights Order 2006
- Employment Relations Act 2004
- Disability Discrimination Act 2005
- Trade Union and Labour Relations (Consolidation) Act 1992

7.2 This policy should be read in conjunction with specific guidance on working with children and other policies and procedures covering equal opportunities, code of conduct, confidential reporting, discipline, learning and development and with the following:

- Equality diversity and inclusion policy
- Employee performance reviews guidance
- Our Values (Oct 2020)
- Recruitment and selection guidance