

# Messingham Parish Council

## Safeguarding Children Policy and Procedure

### 1. Policy statement on safeguarding children

The values held by Messingham Parish Council are:

Messingham Parish Council recognises that all children have a right to protection from abuse. Messingham Parish Council takes seriously its responsibility to protect and safeguard the welfare of children and young people. We will:

- respond swiftly and appropriately to all suspicions or allegations of abuse and neglect;
- provide parents and children with the opportunity to voice their concerns;
- have a system for dealing with concerns about possible abuse and neglect.

### 2. The policy

Messingham Parish Council recognises that many children and young people today are the victims of physical, emotional, sexual abuse and/or neglect. Accordingly, Messingham Parish Council has adopted the following policy guidelines. The policy sets out agreed guidelines for responding to allegations of abuse/neglect, including those made against staff and volunteers. These guidelines have been prepared in accordance with North Lincolnshire Children's MARS Policies and Procedures. They will be kept under review and be supported by appropriate training.

The policy applies to all staff and volunteers who act on behalf of Messingham Parish Council and who work with children. Every individual has a responsibility to inform the designated person, in respect of child protection or their deputy, of concerns relating to safeguarding children. The designated person should decide if the concerns should be communicated to North Lincolnshire Children's Services or the Police. However, all staff and volunteers can contact North Lincolnshire Children's Services directly if necessary.

### 3. Definitions of Abuse (Working Together 2018)

A concern should be raised if any of the following circumstances have or are happening to a child:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- Domestic abuse including controlling or coercive behaviour
- Neglect

<b>Physical abuse</b>	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child
<b>Emotional abuse</b>	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone
<b>Sexual abuse</b>	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children
<b>Child sexual exploitation</b>	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victims needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

<p><b>Child criminal exploitation</b></p>	<p>Child criminal exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.</p>
<p><b>Domestic abuse including controlling or coercive behaviour</b></p>	<p>Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. Domestic abuse has a significant impact on children and young people. Children may experience domestic abuse directly, as victims in their own right, or indirectly due to the impact the abuse has on others such as the non-abusive parent. Also known as coercive control, the use of control and coercion in relationships is a form of domestic abuse and, since December 2015, a criminal offence. It is described as:</p> <ul style="list-style-type: none"> <li>• Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour; and</li> <li>• Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.</li> </ul> <p>Coercive control is a form of abuse that involves multiple behaviours and tactics which reinforce each other and are used to isolate, manipulate and regulate the victim. This pattern of abuse creates high levels of anxiety and fear. This has a significant impact on children and young people, both directly, as victims in their own right, and indirectly due to the impact the abuse has on the non-abusive parent. Children may also be forced to participate in controlling or coercive behaviour towards the parent who is being abused.</p>

<b>Neglect</b>	<p>The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>• provide adequate food, clothing and shelter (including exclusion from home or abandonment);</li> <li>• protect a child from physical and emotional harm or danger;</li> <li>• ensure adequate supervision (including the use of inadequate caregivers); or</li> <li>• ensure access to appropriate medical care or treatment</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p>
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#### 4. What you should do if you suspect abuse

- a. You must report concerns as soon as possible to Cllr J McKellar Main Designated Child Protection Person on 07786 256633 who is nominated by Messingham Parish Council to act on their behalf in referring allegations of suspicions of abuse or neglect to North Lincolnshire Children’s Services. In the absence of the designated person, the matter should be brought to the attention of the deputy designated person Cllr J Fenwick on 07411 477642. If it is an emergency, and the designated person(s) cannot be contacted, then North Lincolnshire Children’s Services or the police should be contacted at the numbers given below. For further information, see [Helping Children and Families 2020-2024 \(northlincscmars.co.uk\)](http://northlincscmars.co.uk) and [Working Together to Safeguard Children \(northlincscmars.co.uk\)](http://northlincscmars.co.uk).
- b. If the suspicions relate to the designated person, then the deputy, North Lincolnshire Children’s Services or the Police should be contacted.
- c. Suspicions should not be discussed with anyone, other than those named above.
- d. It is the right of any individual to make direct referrals to North Lincolnshire Children’s Services. However, this policy should be followed where possible.

#### 5. Recording

- a. Write down exactly what the child has said in their own words. Write down the conversation held, where it was held, when and what was happening beforehand. Alternatively write down what you have observed, details of any witnesses, location, and your specific concern if you believe that a child has been abused or neglected. Record dates and times of the events and when the record was made. Keep all notes secure.
- b. Report your discussion as soon as possible to the designated person.
- c. Allegations against staff or volunteers will be investigated following local procedures. For further information see the Children’s MARS Managing Allegations procedures.

## 6. Maintenance of records

<b>Retention</b>	<ul style="list-style-type: none"><li>• For concerns raised and acted upon, a record should be kept until the child is 25 years old.</li><li>• For concerns not acted upon, a record should be kept for 6 years after the child has ceased association with the organisation.</li><li>• For concerns regarding staff or volunteers (even if they are no longer associated with the organisation) they should be kept on their personal file until retirement age 67 years old or for 10 years whichever is longer.</li></ul>
<b>Storage</b>	<ul style="list-style-type: none"><li>• Hard copy documents are stored in a locked filing cabinet which is only accessible by the Parish Clerk.</li><li>• All electronic documents are password protected.</li></ul>
<b>Destruction</b>	<ul style="list-style-type: none"><li>• Hard copy documents will be shredded by the Parish Clerk on expiry of the retention periods.</li><li>• Electronic documents will be deleted from files on expiry of the retention periods and the desktop bin emptied.</li></ul>

## 7. Volunteer recruitment

Messingham Parish Council undertakes to adopt best practice guidelines for recruiting volunteers and we further undertake to:

- specify what the role is and what tasks it involves
- request identification documents if appropriate
- as a minimum meet and chat with the applicant before they commence work
- where appropriate, when regular unsupervised contact with children is likely to take place, Messingham Parish Council will request and check references and ask that individuals apply for a Disclosure and Barring Service (DBS) check in line with local Children's MARS for North Lincolnshire procedures.

## 8. E safeguarding and acceptable use policy for electronic equipment

Electronic equipment owned by Messingham Parish Council consists of a laptop and a mobile telephone which are kept in the sole possession of the Parish Clerk and are only used for the purposes of carrying out the duties and responsibilities of the work of the Parish Clerk. Access to this equipment is password / passcode protected which is not shared.

Messingham Community Hub premises are equipped with free public wi-fi provided by North Lincolnshire Council. A desktop computer belonging to North Lincolnshire Council is available for use by the public and logon is by a password provided on request. The equipment is in full view of the Community Hub volunteers and members of the public.

Messingham Parish Council has a password protected website solely controlled by the Parish Clerk.

The Parish Council has no social media accounts.  
A Social Media policy has been adopted for general use and Councillors.

Any photographs of children taken at events or to publicise the work of Messingham Parish Council is done so only with the consent of a Parent / Guardian of how the images will be used, published and stored. General photographs of events or places are taken in a manner not to identify individuals.

## **9. Whistle blowing procedures**

It may be very hard to report a concern but as with all other difficulties people will come across, the safety and protection of a child at risk must be the priority in any decision that is made.

Any concerns can be reported to any of the people or organisations listed in the 'Contact information' section of this policy or the Chairman of the Parish Council –  
Cllr N Poole – 07860 799178.

Messingham Parish Council is registered under the umbrella body of North Lincolnshire Council for the purpose of processing DBS checks.

Messingham Parish Council is committed to ensuring that all individuals have the ability to raise genuine concerns in good faith without fear of victimisation, subsequent discrimination or disadvantage, even if they turn out to be mistaken.

## 10. Contact information

	<b>Name</b>	<b>Telephone Number</b>
<b>Organisation name &amp; Address</b>	Messingham Parish Council c/o Black Bank Farm Black Bank Susworth, Scunthorpe North Lincolnshire DN17 3AX	<a href="mailto:clerk@messinghamparishcouncil.co.uk">clerk@messinghamparishcouncil.co.uk</a> 07397 571469
<b>Main Contact for the Organisation</b>	Parish Clerk: Tracey Black	07397 574169
<b>Designated Protection Person</b>	Cllr James McKellar Main	07786 256633
<b>Deputy Designated Protection Person</b>	Cllr Jill Fenwick	07411 477642
<b>National or support body for the organisation</b>	East Riding & North Lincolnshire Local Council Association (ERNLLCA)	01652 661617
<b>North Lincolnshire Children Services</b> Church Square House Church Square Scunthorpe DN15 6XQ		01724 296500 or 01724 296555 (extended hours)
<b>Police Non-Emergency</b>		101
<b>Police Emergency</b>		999
<b>Local Authority Designated Officer</b> Independent Reviewing Service		01724 298293

<b>Date Policy Adopted</b>	11 April 2023	<b>Minute reference</b>	1720 249a)
<b>Date of Last Review</b>	11 May 2026	<b>Minute reference</b>	1946 11c)
<b>Date of Next Review</b>	May 2027		

## CHILD PROTECTION INCIDENT REPORT FORM

Your Name:

Position:

Name of Child:	Age:
	Date of birth:
Any special factors (e.g. disability/non-English speaker):	
Parents/Guardian/Carers Names:	
Home address:	
Telephone number:	
Date of incident:	Time of incident
Location of incident:	
Details of what was happening beforehand:	
Your observations:	
Yours concerns:	
Exactly what the child said and what you said (remember, do not lead the child and record the actual details. Continue on a separate sheet if necessary):	

<p>Details of any actual evidence (e.g. bruising, bleeding, changes in behaviour of child or parent if present. Continue on separate sheet if necessary)</p>	
<p>Details of any witnesses:</p>	
<p>If you have spoken to the parents/guardian/carer, what was said:</p>	
<p>Have there been allegations against anyone? If yes, provide details:</p>	<p>YES/NO</p>
<p>Have you consulted anyone else about this? If yes, provide details:</p>	<p>YES/NO</p>
<p>Are you reporting your own concerns or passing on those of somebody else. If the latter, please provide details:</p>	
<p>Name and position of the person you are handing this report to:</p>	<p>Date you are handing over this report:</p>

Signature of Clerk:

Name of Clerk:

Date of signature:

