

HAWKWELL PARISH COUNCIL SAFEGUARDING POLICY

Introduction

In the interests of child protection and the welfare and protection of vulnerable adults, Hawkwell Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council. Safeguarding children, young people and vulnerable adults is everyone's responsibility.

Aims

The aim of this policy document is to guide members of Hawkwell Parish Council should any child protection issue or any issues with vulnerable adults rise during their work.

Definitions

- Children and young people are defined as anyone aged under the age of 18 years. This policy will apply to all staff, Councillors, contractors and volunteers and will be used to support their work.
- Vulnerable Adult is defined as anyone over 18 who:
 - has care and support needs;
 - is experiencing, or is at risk of, abuse and/or neglect;
 - is unable to protect themselves from significant harm or exploitation;
 - or may be in need of community care services.
- If someone has care and support needs but is not currently receiving care or support from a health care service, they may still be an adult at risk.

Policy Objectives

- To ensure that, where possible, all facilities and activities offered by the Parish Council are designed and maintained to reduce the risk to children and vulnerable adults.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a Parish Council.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using any of its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

To whom this Policy applies

- All Councillors and staff.
- All those attending any activity or service that is being delivered by Hawkwell Parish Council.
- All visitors to Council premises and venues hired/used by Hawkwell Parish Council.

Responsibilities and Procedures

The Councillors and Clerk will be responsible in:

- Ensuring that before any Parish Council organised event with children or vulnerable persons, the Designated Safeguarding Lead briefs participants appropriately.
- Ensuring that Councillors are aware of the risk they may face in certain circumstances whilst carrying out their duties. Any relevant risk assessment will be provided.
- Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they undergo appropriate Disclosure and Barring Service checks.
- All Councillors are to be provided with a copy of the Safeguarding Policy and are required to abide by it.

Councillors and staff will adhere to the following recommended practices:

- A minimum of two adults present when supervising children. Where possible, have male and female leaders working with a mixed group.
- Not to participate physical contact games with children or vulnerable adults.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Ensure that accidents are recorded in an accident book.
- Ensure all staff and volunteers have access to a first aid kit and telephone and know fire procedures.
- Never do anything of a personal nature for a young person or vulnerable adult.
- Keep records of any incidents or allegations a person may make to any council member or volunteer.
- Refer cases of suspected abuse or allegations to the Designated Safeguarding Lead who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- In the event a contractor works directly for the Parish Council and is deemed to be working in any area where children or vulnerable adults may be at risk, that contractor will be asked to provide their Safeguarding Policy.

Any organisation which may contact children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any Council owned facilities or attend Council organised events. Events or activities funded either directly or through grant by the Parish Council but not run by the Parish Council are outside the scope of this policy. However, a condition of funding approval may include the provision of safeguarding policies and procedures.

Photography

All photography should be made in public. Written consent should be obtained for any person having their picture taken. The names of children or young people should not be used in photographs or video footage, unless with the express written permission of the child or young person's parent or carer. There may be occasions when photographs of groups of children are

taken at public events, e.g. at the opening/upgrades of a playground. Permission to use such images in the press, in village magazines or on the website will also be obtained.

Identifying causes of concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child, young adult or vulnerable adult. Abuse falls into four main categories:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding. Training, if required, can be booked through contacting the Clerk of the Parish Council.

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