

CHILBOLTON PARISH COUNCIL

SAFEGUARDING POLICY

Policy Statement

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

This policy applies to:

- Anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity.
- Any individual or organisation hiring the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

Definitions

Children and young people:

Anyone under the age of 18 years

The NSPCC has a helpful guide to spotting the signs of child abuse, which can be found at:

[Spotting the signs of child abuse | NSPCC](#)

Vulnerable Adult:

- Anyone over 18 who is:
- Has needs for care and support (whether LA are meeting these needs or not)
- Is experiencing, or is at risk of, abuse or neglect AND
- As a result of these needs is unable to protect themselves against abuse or neglect or the risk of it.

Guidance Care Factsheets for the Care Act 2014 can be found online at:

[Care Act factsheets - GOV.UK \(www.gov.uk\)](#)

Policy Objective:

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to children, young people 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 local government organisation.
- To develop procedures in recording and responding to complaints and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council does not directly provide care of supervision services to children, young people and vulnerable adults, it expects all children, young people and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Aims

The aim of this policy document is to guide members of Chilbolton Parish Council should any child safeguarding issue or any issues with young people or vulnerable adults arise during their work.

Responsibilities & Procedures

A Safeguarding Officer will be appointed from within the Council and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children, young people or vulnerable adults, the participants are briefed appropriately.

- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Council members are unlikely to be involved with children, young people or vulnerable adults during the performance of their duties they are mindful of the risk they face.
- Any council member, volunteer of the council or its committees assisting with educational visits to the Common and/or West Down and/or will be in contact with children, young people and/or vulnerable adults will be given the job title of 'Volunteer Child Chaperone'. As such the volunteer will be subject to an Enhanced with barred lists check from the Disclosure and Barring Service (DBS). The volunteer will need to show the council the completed check before the council decides whether or not this volunteer is cleared to work with/be in contact with children, young people and/or vulnerable adults.
- Any council member, volunteer of the council or its committees that has incidental contact with children, young people and/or vulnerable adults whilst carrying out their duties will not need to have a DBS check.
- Decisions on whether any person should be DBS checked will be made by the Council following a risk assessment and shall be renewable every 5 years. DBS checks will be carried out in line with best practice and to meet the needs of the Council's service. Information about DBS checks is available online at: [About us - Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- All Councillors and volunteers are to be provided with a copy of the Safeguarding Policy and asked to sign to confirm that they will abide by it.
- Councillors will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising children, young people or vulnerable adults.
 - Where possible, have male and female leaders working with a mixed group.
 - Always be publicly open when working with children. Avoid any situations where you and an individual child are completely unobserved (encourage an open environment).
 - Where possible, children should not be left unattended however this will depend on age and circumstances.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times.
 - Never do anything of a personal nature for a child, young person or vulnerable adult.
 - You must respect the rights, dignity and worth of every person and treat everyone equally.
- Keep records in an incident book of any allegations a child, young person or vulnerable adult may make to any council member or volunteer. Should an allegation be made the Incident book will be presented to Full Parish Council meeting for inspection.
- If there is a child safeguarding concern it should be reported to Safeguarding Officer and/or the Hampshire Safeguarding Children Board and also referred to the Council for further action as appropriate and future risk assessment.
- If there is a vulnerable adult safeguarding concern it should be reported Safeguarding Officer and/or to Hampshire Adult Services and also referred to the Council for further action as appropriate and future risk assessment.
- Facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Sharing information about child safeguarding and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children, young people or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

Users of Chilbolton Parish Council facilities

Any organisation using the Council's facilities will be provided with a copy of this Safeguarding Policy.

Any organisation which may make contact with children, young people 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.

Any organisation who does not currently have their own Safeguarding policy, can find information from the Local Safeguarding Children's Board as to how to produce such a policy at the following links: <http://www.4lscb.org.uk/>
<http://4lscb.proceduresonline.com/>

Current hirers who do not have their own Safeguarding policy will have a period of twelve weeks from the adoption of this policy to provide the Council with a copy of their policy.

If you are approached by a child, young person or vulnerable adult, with a disclosure that s/he is being, or has been harmed,

Do:

- Stay calm.
- Provide a listening ear and an open mind.
- Be reassuring, particularly that the individual is doing the right thing by telling you.
- Record the information you are provided with and report as quickly as possible to the Safeguarding Officer. This information will be passed to the appropriate child or adult service and should include a record of the time, date and persons present.

Don't:

- Promise to keep the information secret. Make it clear that you have a duty to refer the matter on.
- Stop the individual who is freely recalling significant events.
- Make the individual tell anyone else. S/he may have to be formally interviewed later and it is important to minimise the number of times information is repeated.
- Make any suggestions to the individual about how the incident may have happened.
- Question the individual, except to clarify what they are saying.
- Discuss the information with anyone other than the Safeguarding Officer or appropriate child or adult service.

Contact details

If you become aware of concerns that a child, young person or vulnerable adult is being abused, or if you have any concerns, you must report it to the Safeguarding Officer. If you think someone is being abused, don't assume that someone else is doing something about it.

If the Safeguarding Officer is unavailable and/or you need to contact Hampshire Safeguarding Children Board or Adult Services, use the phone numbers below:

Hampshire Safeguarding Children Board: 01962 876355

Monday - Thursday 8.30am to 5pm

Fridays 8.30am to 4.30pm

All other times and for Weekends and Bank Holidays please use the Out of Hours number 0300 555 1373

[- Hampshire Safeguarding Children Partnership \(hampshirescp.org.uk\)](http://hampshirescp.org.uk)

Hampshire County Council Adult Services: 0300 555 1386

Monday - Thursday 8.30am to 5pm

Fridays 8.30am to 4.30pm

All other times and for Weekends and Bank Holidays please use the Out of Hours number 0300 555 1373

[Safeguarding adults | Health and social care | Hampshire County Council \(hants.gov.uk\)](http://hants.gov.uk)

If you think a child, young person or vulnerable person is in immediate danger – don't delay call the police on 999

CONCERNED ABOUT SOMEONE WORKING WITH CHILDREN?

If you have a concern about anyone working with children (in either a paid or voluntary capacity), please contact the Local Area Designated Officer (LADO) on 01962 876364 or complete the LADO Notification form on the Hampshire County Council website at

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/safeguarding>

In all situations, you must provide an outline of your concerns in writing. If the matter is referred to Children's Services, Adult Services or the police, you may be asked to provide a formal statement of your concerns for subsequent external investigations.

Declaration

Chilbolton Parish Council is fully committed to safeguarding the well-being of children, young people and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All members and volunteers of Chilbolton Parish Council should read the Safeguarding Policy. Having read the Policy they should be proactive in providing a safe environment for children, young people and vulnerable adults who are involved in Parish Council activities.

This Policy will be reviewed annually.

This Policy was approved by Chilbolton Parish Council on 3 July 2017 and reviewed on 08 January 2024

Councillor, employee or volunteer declaration

I have read and fully understood this Safeguarding Policy, and hereby declare that I will carry out my role in line with policy statements and procedures contained therein.

NameSigned Date

Position.....