



Brockworth Parish Council

Safeguarding Policy

Approved by	Approved date	Reviewed	Next review date
V2 Policy & Finance Committee	22 Feb 2022	12 May 2026	Annually May 2027

SECTION 1

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults.
This policy promotes good practice in safeguarding for those using Parish Council facilities.
The Parish Council will review it annually.

Definitions

Children and young people:

Anyone under the age of 18 years

Vulnerable Adult:

Anyone over 18 who is:

- Unable to care for themselves.
- Unable to protect themselves from significant harm or exploitation.
- Or may need community care services.

To whom this policy applies

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in parish facilities, are aware of the safeguarding expectations.
- Members of staff who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties MUST undergo appropriate Disclosure and Barring Service checks BEFORE commencement of such duties.
- Display on notice boards in the Community Centre and Parish Council Offices the relevant safeguarding contacts for advice and help. A copy will also be made available of the Parish Council website.

Hiring of facilities to groups for use with children, young people or vulnerable adults

Parish Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and vulnerable adults policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is and how to summon help from the Parish Office or Emergency Services.
- Do risk assessments for individual activities.

SECTION 3

Safe working practice

All users of Parish Facilities must follow the safeguarding children, young people and vulnerable adults policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- 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.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Expectations of behaviour

All users of Parish Facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Adhere to the instructions of Parish employed staff.
- Treat each other with dignity and respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to the Parish Clerk or parents/carers, as appropriate. The Parish Clerk will then decide the next course of action required, if any.

SECTION 4

Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is advisable for interviews or work with individual children or parents to be conducted in view of other adults where possible.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation **will immediately inform the Parish Clerk. The Parish Clerk will then inform the Policy, Finance & HR Committee.** (If the allegation made to a member of staff concerns the Clerk the recipient of the allegation will immediately inform a member of the Parish Councils Policy, Finance & HR Committee).
- The Parish council should follow the procedures for managing allegations against staff/volunteers using the Gloucestershire Safeguarding Children's Board Child Protection Procedures and the Gloucestershire Multi Agency Safeguarding Adults Policy and Procedures
- No attempt should be made to investigate or act before consultation with the Gloucestershire County Council Local Authority Designated Officer (LADO). See contact details below.

Link for Gloucestershire County Council Local Authority Designated Officer (LADO)

[The Role of the LADO & The Allegations Management process | Gloucestershire County Council](#)

This gives information on how to make a referral and the referral process. Once the form has been completed it should be emailed to

amadmin@gloucestershire.gov.uk

Telephone: 01452 426868

Advice can also be sought from Gloucestershire Association of Parish and Town Councils (GAPTC)

[Gloucestershire Association of Parish & Town Councils | Enabling Parish & Town Councils In Gloucestershire Since 1939 \(gaptc.org.uk\)](http://gaptc.org.uk)

Telephone: 01452 883388

Whistleblowing

All Parish staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team as to how to manage such allegations. **The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the LADO team.**

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

The Parish Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. We regularly work with other agencies and Gloucestershire County Council to ensure compliance with changing laws and guidelines in relation to safeguarding.

The Parish Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place or at least annually.