



Stoke sub Hamdon Parish Council

No. 7 North Street Workshops, North Street

Stoke sub Hamdon, TA14 6QR

Clerk@stoke-sub-hamdon-pc.gov.uk

Adopted: 16th January 2024

Safeguarding Children, Young people and Vulnerable Adults (“Safeguarding”) Policy

SECTION 1

Policy Statement

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 be in need of 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 the parish or in/on parish facilities, are aware of the safeguarding expectations.
- Members of staff and volunteers 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 ("DBS") checks BEFORE commencement of such duties.
- Display on Parish Council notice boards in the village & in the Village Hall the relevant safeguarding contacts for advice and help. A copy will also be made available on the Parish Council website.

Expectations of behaviour

All users of Parish Council facilities, organisers of parish events and volunteers should:

- Ensure that communications, behaviour and interaction is appropriate and professional.
- Treat each other with respect and show consideration for other groups using the Parish Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Parish Council or Parish Clerk..



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

The Parish Council is freehold owner of the Hamdon Youth & Family Centre which is operated by the Hamdon Youth & Family Centre Trust under a 7-year lease. As part of the trust / lease agreement the following will be in place:

- Public liability insurance.
- A safeguarding policy
- User groups must have a safeguarding policy verified by the trust

and

- DBS checks carried out as appropriate.
- Provide risk assessments for individual activities.

SECTION 3

Safe working practice

All users of Parish Facilities must follow the relevant 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.

SECTION 4

Reporting concerns

The Parish Clerk will be Safeguarding Officer for the Parish Council. Safeguarding concerns should be reported to the clerk. In the absence of the Clerk contact should be made with the relevant agency.

Children's Social Care 0300 123 2224. **Email:** childrens@somerset.gov.uk

Adult Social Care 0300 123 2224. Email: adults@somerset.gov.uk

In an emergency call 999

Whistleblowing

All Parish Councillors, 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 (Local Authority Designated Officer) or Safeguarding Team as to how to handle 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



Stoke sub Hamdon Parish Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously.

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

Adopted by Full Council 16th January 2024

Review due 16th January 2025