



Safeguarding Policy

Amendment & Review Record

Adopted HPC Oct 2022

Amended & Reviewed HPC 12th Nov 2025

Summary of Key Changes in Version

- Policy updated to reflect Working Together to Safeguard Children (HM Gov 2023).
- Clarified definitions of children, young people, and adults at risk.
- Added referral and escalation process for concerns, including contact details for:
 - Buckinghamshire Integrated Front Door (Children)
 - Adult Safeguarding Team (Adults at Risk)
- Clarified expectations for councillors, staff and volunteers.
- Added section on safer working practices (lone working, meetings, events).
- Added DBS checking rules and retention limits (aligned with Data Protection Policy).
- Added Whistleblowing safety and reporting route.
- Inserted safeguarding contact poster requirement for noticeboards and website.

1. Purpose

Halton Parish Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Everyone working for or representing the Council has a responsibility to protect people from harm.

2. Scope

This policy applies to councillors, employees, contractors and volunteers undertaking work on behalf of the Council.

3. Definitions

- Child / Young Person – anyone under 18.
- Adult at Risk – a person aged 18 or over who may be unable to protect themselves from abuse or neglect.

4. Legal and Policy Framework

This policy aligns with:

- Working Together to Safeguard Children (2023)
- Care Act 2014 (Adult Safeguarding)
- Domestic Abuse Act 2021
- Data Protection Act 2018 & UK GDPR
- Buckinghamshire Safeguarding Partnership procedures

5. Roles and Responsibilities

All councillors, staff and volunteers must:

- Remain alert to signs of abuse or neglect;
- Record concerns factually and securely;
- Report concerns immediately to the appropriate safeguarding authority.

The Clerk is the primary Safeguarding Contact for the Council.

6. Recognising Abuse

Abuse may be physical, emotional/psychological, sexual, financial, discriminatory, or neglect. Abuse can occur in any setting or social group.

7. Reporting Concerns

If there is an immediate risk of harm, call 999.

For non-emergency safeguarding concerns:

- Children's safeguarding: Buckinghamshire Integrated Front Door – 01296 383962
- Adult safeguarding: Buckinghamshire Safeguarding Adults Team – 01296 383204
- Out of hours social care: 0800 999 7677

Do not investigate. Record and report.

8. Allegations Involving Councillors, Staff or Volunteers

Any allegation against someone acting on behalf of the Council must be reported to Buckinghamshire Council's Local Authority Designated Officer (LADO). No internal investigation should occur first.

9. Safer Working Practices

- Avoid being alone in private settings with a child or adult at risk.
- Hold meetings in visible, public or semi-public settings.
- Maintain professional boundaries at all times.

10. DBS and Recruitment

DBS checks will be requested only where a role legally requires it. Disclosure information will be stored securely and destroyed within six months, in accordance with Council policy.

11. Whistleblowing

Anyone may raise safeguarding concerns about behaviour of staff, councillors or volunteers. No one will be treated unfairly for reporting genuine concerns.

12. Data Protection

Safeguarding concerns will be recorded securely and handled in line with the Council's Data Protection & Privacy Policy.

13. Review

This policy will be reviewed annually or earlier if legislation or best practice changes.