



Claydon with Clattercote

Claydon with Clattercote Parish Council

Adopted at a meeting on 29th July 2025

CHILD PROTECTION AND SAFEGUARDING POLICY

1. Statement of intent

Claydon with Clattercote Parish Council is committed to safeguarding the wellbeing of every person in our community, of whatever age. It is the responsibility of each one of us to prevent the physical, sexual, emotional abuse or neglect of every member of our community, and particularly the abuse of those most vulnerable among us, including children and young people. The welfare of the child or vulnerable adult is paramount.

Whilst the parish council does not provide direct services to vulnerable groups we may work alongside children or vulnerable people through our volunteering or other services.

The Parish Council will never be the sole carer for children or vulnerable adults, but we will promote the highest safeguarding standards, and this policy underlines our commitment to this.

All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexual orientation, religion or belief. 'Safeguarding and promoting the welfare of children' is defined in Working Together to Safeguard Children 2015 as:

- Protecting Children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Keeping children and vulnerable adults safe is everybody's business. It is the additional responsibility of Parish Councillors and Council officers and members to raise awareness, provide support and take appropriate action. All workers have a duty to report any child protection or safeguarding concerns, and to act on any suspicion or disclosure that may suggest a child or vulnerable person is at risk of harm.

All officers will receive appropriate safeguarding training to ensure they are aware of their role in the recognition of abuse or neglect and of the appropriate procedures to follow. Officers, members and volunteers are expected at all times to conform with good practice in their work, undertaking safeguarding training at a level appropriate to their role.

It is the council's policy that no-one shall undertake direct work with children and vulnerable people within the Council who:

Community - Support our local communities, encourage inclusion and diversity.

Environment - Protect and enhance our local environment.

Governance - Promote participation, good management, and efficiency.

To maintain and enhance the quality of life and sense of community within the Parish of Claydon & Clattercote.
To safeguard the individual character of our village and protect its rural environment whilst supporting sustainable development that meets the needs of residents now and in the future.

- Has been convicted of or has received a formal police caution concerning an offence against children as listed in the First Schedule of the Children and Young People's Act 1933; or
- Has been convicted of or has received a formal police caution concerning sexual offences against children and young people.

This means that:

- We will comply with HM Government recommended practices, by taking all reasonable steps to ensure that persons who have been convicted or have received a formal police caution concerning sexual offences against children or young people shall not undertake work with children and young people under the auspices of the Parish Council.
- Those responsible for the appointment will ensure that enhanced checks through the Disclosure and Barring Service (DBS) are undertaken for all eligible officers who work with children and young people under the auspices of the Parish Council.
- Enhanced DBS checks for eligible officers.

2. Roles and Responsibilities

The named Safeguarding representative for the Parish Council is:

Lawrence Wootten, Clerk to the Council.

These persons will take on the responsibility for:

- Ensuring the policy is being put into practice.
- Being the first point of contact for safeguarding issues.
- Keeping a record of any concern expressed about safeguarding issues.
- Where necessary, taking further steps, such as referring concerns to other agencies.
- Ensuring that officers are given appropriate training and support on safeguarding children and vulnerable people when necessary.
- Ensuring that everyone involved with the organisation is aware of the identity of the Safeguarding representative.

All workers have a duty to report any child protection or safeguarding concerns, and to act on any suspicion or disclosure that may suggest a child is at risk of harm. In the first instance officers or volunteers will discuss their concerns with the Safeguarding Representative to agree the appropriate action.

3. Safer Recruitment and Selection

It is the council's policy that all **officers** who have contact with children and vulnerable people will be subject to a careful and rigorous selection and vetting process with the elements listed below.

- Completion of an application form and checking the person's identity by their birth certificate or passport, something with a photograph if possible.

- Taking up references, preferably someone who has experience of their work or contact with children
- An interview by at least two people.
- Identifying reasons for gaps in employment or inconsistencies.
- Carrying out enhanced checks with the Disclosure and Barring Service for all eligible officers, via an appropriate local umbrella agency. The Disclosure and Barring Service is able to provide checks on the following:
 - Police criminal records via the Police National Computer
 - The DBS barred lists of individuals unsuitable for working with children or adults. Information on this can be obtained from the DBS at www.gov.uk/disclosure-barring-service-check
 - Allowing no unsupervised access to children and young people until this has been completed.
 - Advice is sought about recruiting someone with a criminal record, and a risk assessment undertaken. •

A comprehensive induction process that includes our child protection policy and procedures.

4. Working with External Agencies

External agencies who work in partnership with the Council to provide services for children and young people or families will be required to provide evidence of their child protection/safeguarding policy or commit their staff to adopt this policy.

5. Review

This policy will be reviewed by the Safeguarding Representative on an annual basis to ensure it is meeting its aims.