

# Baughurst Parish Council

## Safeguarding Policy

### INTRODUCTION BY BAUGHURST PARISH COUNCIL

This is version 2.1 of the Baughurst Parish Council Safeguarding Policy which has been updated from Version 2.

This Safeguarding Policy was adopted by the council at its meeting held on 24<sup>th</sup> November 2022.

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

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

This Policy will be reviewed annually.

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## 2. Policy Statement

Everyone has a duty to safeguard children, young people and vulnerable adults. Baughurst Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

## 3. Definitions

### Children & 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.

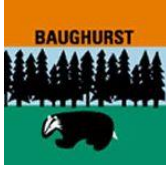
### Employees & Councillors

Anyone working for, or on behalf of Baughurst Parish Council, whether paid or voluntary.

## 4. 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 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 accidents and complaints to alleged or suspected incidents of abuse and neglect.

As the Parish Council does not directly provide care of supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.



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## 5. Aims

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

## 6. Responsibilities & Procedures

A Safeguarding Officer will be appointed from within the Council, which will under normal circumstances be the Clerk, and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children or vulnerable persons, the Safeguarding Officer brief participants 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 during the performance of their duties, they are mindful of the risk they face.
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed and two references taken up.
- Decisions on whether any person should be DBS checked will be made by the Council or the Chairman after consultation with the Clerk following a Risk Assessment.
- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.
- Councillors will adhere to the 'List of Recommended Behaviour' namely:
  - A minimum of two adults present when supervising children.
  - Not to play physical contact games.
  - Adults to wear appropriate clothing at all times.
  - Ensure that accidents are recorded in an accident book.
  - Never do anything of a personal nature for a young person.
- Keeping records in an incident book of any allegations a young person may make to any committee member or volunteer.



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- If there is a child abuse incident, it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.
- Inspecting facilities offered by the Parish Council on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Sharing information about child protection 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 or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.
- Any organisation which may make contact with children 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.



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## APPENDIX 1 AMENDMENT HISTORY

These are the amendments to the Version 2 of the Safeguarding Policy last reviewed in March 2024.

| <b>Reference</b> | <b>Amendment</b>  |
|------------------|---|
|                  | Update to Introduction and Appendix 1 to identify that this document was reviewed in March 2024 with no changes. The review dates have been updated to reflect a 4-year review cycle. |

These are the amendments to the version one of the Safeguarding Policy last reviewed in November 2022.

| <b>Reference</b> | <b>Amendment</b>   |
|------------------|--|
| Introduction     | A revised introduction has been added by Baughurst Parish Council and includes a general statement about the policy. |
| All sections     | Minor typographical changes and reformatting.  |
| 6                | Wording clarified to ensure Clerk is normally the Safeguarding Officer within the council.                           |

Reviewed: March 2024

Review date: March 2028