

AYTHORPE RODING PARISH COUNCIL

Safeguarding Policy

1. Purpose

This Safeguarding Policy sets out the Parish Council's commitment to safeguarding children, young people, and vulnerable adults who may come into contact with the Council through its activities, services, facilities, or events.

The Council recognises its responsibility to promote welfare, prevent harm, and respond appropriately to safeguarding concerns.

2. Scope

This policy applies to:

- All councillors
- The Clerk and any employees
- Volunteers and contractors acting on behalf of the Council

The Parish Council does **not** normally provide direct services to children or vulnerable adults but acknowledges that safeguarding responsibilities may still arise.

3. Definitions

- **Child / Young Person:** Anyone under the age of 18.
- **Vulnerable Adult:** A person aged 18 or over who may be unable to protect themselves from harm or exploitation due to care needs, disability, illness, or other circumstances.

- **Safeguarding:** Protecting people's health, wellbeing, and human rights, enabling them to live free from harm, abuse, or neglect.

4. Policy Statement

The Parish Council will:

- Treat all individuals with respect and dignity
- Take all safeguarding concerns seriously
- Respond promptly and appropriately to concerns
- Work with relevant agencies where necessary
- Ensure confidentiality is maintained, subject to safeguarding requirements

5. Responsibilities

Parish Council

The Council is responsible for:

- Adopting and reviewing this policy
- Ensuring safeguarding is considered in Council activities

Clerk to the Council

The Clerk will act as the Council's **Safeguarding Lead** and is responsible for:

- Receiving and recording safeguarding concerns
- Reporting concerns to the appropriate authorities
- Providing advice to councillors on safeguarding matters

6. Code of Conduct and Good Practice

All councillors, staff, and volunteers should:

- Avoid situations where they are alone with children or vulnerable adults where possible
- Maintain appropriate professional boundaries
- Not engage in inappropriate physical contact
- Be alert to signs of abuse or neglect
- Never promise confidentiality to a person making a disclosure

7. Reporting a Safeguarding Concern

If a safeguarding concern arises:

1. **Ensure immediate safety** of the individual, if required.
2. **Report the concern immediately** to the Clerk (Safeguarding Lead).
3. Record what was observed or disclosed, using the individual's own words where possible.

If the concern i