



HATFIELD BROAD OAK PARISH COUNCIL

Reviewed: 02.12.2024

Next Review Date: December 2025

Safeguarding Policy

SECTION 1

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults.

This policy promotes good practice in safeguarding those using Parish Council facilities. The Parish Council will review it annually.

Definitions

Children and young people:

Anyone under the age of 18 years, the very young, disabled, or isolated

Vulnerable Adult:

Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Adults with low level mental health problems, or low-level learning disabilities,
- Older people living independently,
- People living with substance abuse,
- People self-directing their care, as these things are not always self-evident.
- 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 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 / on parish facilities, are aware of the safeguarding expectations.
- Ensure that the policy for users of parish facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. (e.g., any adults who have regular unsupervised



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contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.)

- Ensure that attendees at functions, e.g. The 10K run, are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Display on notice boards the relevant safeguarding contacts for advice and help.

Use of facilities by groups for use with children, young people or vulnerable adults

(e.g. clubs / organisations regularly using the Recreation Ground or Village Green)

Parish Council will require the leaders to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and vulnerable adult policy and/or agree to work to
- the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where a first aid box is.
- Do risk assessments for individual activities.

SECTION 3

Safe working practice

All users of Parish Facilities must follow the safeguarding children, young people and vulnerable adult's 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 known parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.



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Expectations of behaviour

All users of Parish Facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Be inclusive in treatment of others regardless of age, gender, ethnicity, sexual orientation and disability
- Refrain from any behaviour that involves ageism, racism, sexism, gender discrimination, discrimination against diversity including those with mental disabilities and to refrain from bullying
- To report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers, as appropriate.

SECTION 4

Allegations against staff and volunteers

All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. We advise whenever possible to make sure they have a second adult with them and they stay visible and ideally within ear shot of other witnesses.

If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of the Parish Council.

No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO) by phone on 03330 139 797 or by e-mail: lado@essex.gov.uk.

Whistleblowing

All 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 or Safeguarding 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 or vulnerable adult.

Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding.