

**Kings Walden  
Parish Council**



## **SAFEGUARDING POLICY**

**Adopted: October 2022  
Review Date: October 2023**



# SAFEGUARDING POLICY 2022

## 1. Policy Objective:

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to minors and vulnerable adults.
- To promote the general welfare, health and development of minors and vulnerable adults by being aware of child and vulnerable adult 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 and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council expects all minors and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult with legal parental responsibility.

## 2. Definitions:

**Children and 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 need community care services.

**The Facilities:** The facilities owned and managed by Kings Walden Parish Council, and referred to in this policy are:

- Breachwood Green Recreation Ground;
- MUGA in Breachwood Green;
- Changing rooms at the Village Hall, Breachwood Green;
- The provision of children's play equipment in Breachwood Green and Ley Green
- The Youth Hut, Chapel Road, Breachwood Green including the Parish Council run Youth Club.

(together "the Facilities").

The clerk of Kings Walden Parish Council maintains and administers the hire of the Facilities. The Youth Club is staffed by a part-time DBS checked member of staff. The Parish Council has its own Youth Club Committee to ensure its smooth running. We provide individuals and local organisations and groups with access to recreational and amateur sports facilities for use by both the residents of the Parish of Kings Walden and other parishes, including children, young people and vulnerable adults.



## SAFEGUARDING POLICY 2022

### 3. Aims:

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

### 4. Responsibilities & Procedures:

The Clerk, Lisa Lathane, has been designated as the Safeguarding Officer and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Parish Council organised event involving minors or vulnerable people;
- 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 minors 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 minors 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 Clerk after consultation with the Chairman or Youth Club Committee, 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.

Kings Walden Parish Council recognises that safeguarding is not restricted to deliberate harm but includes health and safety, first aid and meeting the needs of those with medical conditions. The Council recognises that safeguarding can include a wide range of issues such as bullying, cyberbullying, racist and homophobic bullying as well as extremist behaviour and radicalisation.

The Parish Council agree that:

- Councillors / staff and volunteers will adhere to the 'List of Recommended Behaviour' namely:
  - A minimum of two adults present when supervising minors.
  - Not to play physical contact games.
  - Adults to wear appropriate clothing at all times – no revealing clothing or items of clothing with inappropriate language on, sexual tattoos on show.
  - Ensure that accidents are recorded in an accident book held by the clerk.



## SAFEGUARDING POLICY 2022

- o Never do anything of a personal nature for a young person
- o Ensure that technology used at the Youth Club, including children's phones, are not used to watch / look at pornographic or items linked to the promotion of radicalisation.
- Keep records in an incident book held by the clerk of any allegations a young person may make to any committee member, member of staff or volunteer.
- 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.
- All reports of an allegation to the Safeguarding Officer, Parish Council or Youth Club Committee should be dealt with in full confidence.
- Facilities offered by the Parish Council have been inspected 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 minors 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.

Kings Walden Parish Council accepts that the prevailing attitude should be 'it can happen here' and this underpins our approach.

### **5. Safeguarding Reporting Procedure:**

Procedures to be followed if a safeguarding incident is disclosed are:

- Stay calm and listen carefully.
- Reassure the person that they have done the right thing in making a disclosure.
- Do not investigate or ask leading questions.
- Make clear that the Safeguarding Officer for Kings Walden Parish Council must be informed.
- On no account suggest that the disclosure can remain a secret.
- Inform the named Safeguarding Lead as soon as possible who will take further action including alerting social services.



## SAFEGUARDING POLICY 2022

- Make a written record of the allegation as soon as possible including the nature of the allegation, whether the complaint is being made by a victim or a witness. Include details of names, addresses and phone numbers. If the family is aware of an allegation make this clear in your report.
- Maintain strict confidentiality and give your report to the Kings Walden Parish Council Safeguarding Officer who will take action. Sign and date your report and do not make copies.

### 6. Declaration:

Kings Walden 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 Kings Walden 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 any time legislation is updated and further best practice advice is received.

Safeguarding complaints or queries can be directed to the clerk of Kings Walden Parish Council at [clerk@kwpc.org.uk](mailto:clerk@kwpc.org.uk) or on 07887 875442. Any complaints or queries relating to the Youth Club will be shared with the Youth Club Committee.

**This policy has been drawn up on the basis of current law** and guidance that seeks to protect children, young people and vulnerable adults, namely:

- Children's Act 1989
- United Nations Convention of the Rights of the Child 1991
- Safeguarding Policy, Procedure and Guidance – GDPR Amendments
- The Care Act 2014
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) 2014