

Stanhoe Parish Council – Safeguarding Policy

1. Policy Statement

Stanhoe Parish Council is committed to ensuring that **children, young people, and vulnerable adults** are protected and kept safe from harm while engaged in any activity associated with the Council. Safeguarding is **everyone's responsibility**. The Council aims to ensure that all facilities and activities it provides or oversees are designed and maintained to reduce risk and promote welfare.

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

The Council does not hire out any facilities.

2. Policy Objectives

- Reduce risks to children and vulnerable adults when using Council facilities.
- Promote welfare, health, and development by ensuring awareness of safeguarding issues.
- Establish clear procedures for recording and responding to accidents, complaints, and suspected incidents of abuse or neglect.
- Ensure safe working practices for anyone using Council facilities.

3. Definitions

Children / Young People: Anyone under 18.

Vulnerable Adult: Anyone aged 18+ who is unable to care for or protect themselves from harm or exploitation, or who may require community care services.

Legal Framework

This policy is based on relevant UK legislation and guidance, including:

- The Children Act 1989 & 2004
- The Care Act 2014
- Working Together to Safeguard Children (latest edition)
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- The Equality Act 2010

4. Scope of the Policy

This policy applies to:

- Councillors
- The Clerk (the role does not involve regulated activity or work)
- Volunteers working on behalf of the Council
- Contractors or individuals hired to deliver services
- Any group using Council facilities for activities involving children or vulnerable adults

5. Responsibilities and Governance

5.1 Safeguarding Officer

The **Chairman of the Parish Council** acts as the **Safeguarding Officer**. Responsibilities include:

- Briefing participants before any Council-organised event involving children or vulnerable adults.
- Ensuring Councillors understand safeguarding risks associated with their duties.
- Overseeing safe recruitment of volunteers or staff, including interviews and reference checks.
- Deciding, with the Clerk, whether DBS checks are required following a risk assessment.
- Maintaining and distributing the Safeguarding Policy and ensuring all Councillors sign to confirm compliance.

6. Promoting a Safe Environment

Stanhoe Parish Council will:

- Provide safe facilities and conduct regular safety assessments.
- Ensure Councillors, employees, and activity leaders understand safeguarding expectations.
- Display safeguarding contact information on noticeboards.
- Require risk assessments for activities involving children or vulnerable adults.

7. Safe Working Practices

All users of Council run activities must:

- Never leave children or vulnerable adults unattended with adults who have not been DBS-checked (where checks are required).
- Plan activities so that more than one adult is present or within sight/hearing.
- Avoid physical contact games.

- Wear appropriate clothing.
- Record all accidents in the accident book.
- Never carry out personal care tasks for a child or vulnerable adult.

8. Behaviour Expectations for Councillors

Councillors must:

- Ensure at least two adults are present when supervising children.
- Avoid physical contact games or unnecessary physical contact.
- Maintain professional boundaries at all times.
- Record accidents and report concerns promptly.
- Sign to confirm they have read and will abide by this policy.

9. Responding to Concerns, Allegations, or Incidents

If a child or vulnerable adult is at immediate risk, call **999**.

For non-emergency safeguarding concerns:

- Report concerns to the **Safeguarding Officer** immediately.
- Record details factually and accurately.
- Do not investigate yourself—pass information to the appropriate authority.
- The Safeguarding Officer will contact Norfolk County Council safeguarding services or the police as appropriate.

This aligns with standard parish-council safeguarding procedures. (Inference based on typical local-authority safeguarding pathways; no direct source provided.)

10. Training

The Council will ensure that:

- Councillors and volunteers are aware of safeguarding responsibilities.
- The Safeguarding Officer receives appropriate training where available.
- New Councillors receive safeguarding information as part of their induction.

11. Record Keeping

The Council will maintain:

- Signed Councillor safeguarding declarations
- Records of concerns or incidents
- Records of DBS checks (where applicable)
- Accident book entries

12. Contact Details

clerk@stanhoe.norfolkparishes.gov.uk

Phone: 07508336005

Sources of Information / Support

Norfolk County Council - 01603 223161

Norfolk Safeguarding Children's Board - www.norfolklscb.org/

Norfolk Safeguarding Adult's Board - www.norfolksafeguardingadultsboard.info/

Police – Non-emergency - 101

ChildLine Free helpline for children and young people in the UK.

Children and young people can call to talk about any problem www.childline.org.uk T: 0800 1111

Norfolk Children's Advice and Duty Service (CADS) 0344 800 8021

Norfolk Children's Services 24 hours 0344 800 8020

NSPCC Information for children and adults www.nspcc.org.uk T: 0808 800 5000

13.Review of Policy

This policy will be reviewed **annually** or sooner if:

- Legislation changes
- There is an incident or concern
- The Council deems an update necessary

Approved May 2026

To be reviewed May 2027

Councillor Declaration – I have read and signed the Safeguarding Policy

Signed.....

Dated.....

