

WILBURTON PARISH COUNCIL SAFEGUARDING POLICY

Policy Statement

Wilburton Parish Council is committed to ensuring that all individuals engaged in Parish Council activities are protected from harm. This policy applies to all staff, Councillors, volunteers, contractors, students and members of the public. The Parish Council will take all prudent and reasonable steps within its powers to discharge its legal duty of care, ensure this is the case, and to adopt best practice.

Aim

To protect everyone, including children (under 18), young people and vulnerable persons, who come into contact with the Parish Council for whatever purpose throughout its work.

Scope

This policy applies to all Councillors, contractors, volunteers and students who are required to be fully aware of and to adhere to it. It covers all Council facilities and activities on its premises.

Training for Councillors will be compulsory and will follow the National Safeguarding Training, Learning and Development Framework.

Volunteers are required to read this policy prior to starting any volunteering activities. Students involved with the Parish Council must also read it prior to starting their work.

The policy shall be reviewed at regular intervals to ensure that it meets legal and policy requirements and reflects best practice.

Types of Abuse

We recognize these forms of abuse:

1. Physical: hitting, slapping, misuse of medication, restraint
2. Sexual: rape, indecent exposure, sexual harassment, inappropriate touching
3. Psychological: threats, humiliation, coercion, harassment, verbal abuse
4. Financial: theft, fraud, exploitation regarding finances/property
5. Discriminatory: harassment based on race, gender, disability, age, religion, sexuality
6. Neglect: ignoring medical/physical care needs
7. Institutional: poor care practices within an organization
8. Modern Slavery: human trafficking, forced labour
9. Self-neglect: neglecting personal hygiene, health, surroundings
10. Domestic: controlling behaviour, violence, or abuse by family members
11. Radicalisation: process where someone supports terrorism/extremist ideologies

Roles and Responsibilities

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It is everyone's responsibility to safeguard and protect. However, the Parish Councillors have the ultimate responsibility for safeguarding. A Designated Safeguarding Lead (DSL) will be appointed from within the Council and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children or vulnerable persons, the Designated Safeguarding Lead briefs participants (including volunteers) appropriately.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Playground 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.
- 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.

Parish Councillors are expected to take responsibility for putting things right. If there is a serious incident the DSL must report it to the relevant agencies.

Designated Safeguarding Lead (DSL)

- Receives concerns/allegations
- Makes referrals to appropriate agencies
- Maintains confidential records
- Arranges training for staff/volunteers
- Reviews policy annually

Staff/Volunteers/Councillors must:

- Complete safeguarding training
- Know how to identify abuse
- Report concerns promptly
- Maintain confidentiality
- Follow code of conduct

Safer Recruitment

Pre-employment or volunteering checks

- Enhanced DBS checks for relevant roles
- Two references required
- Identity verification
- Right to work checks
- Qualification verification

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Risk Assessments

- Required for any candidate with criminal record
- Conducted by DSL and relevant manager
- Must be documented and stored securely

Reporting Procedures

If you suspect abuse:

1. If immediate danger, call 999
2. Report to DSL immediately
3. Complete Cause for Concern form
4. Don't investigate yourself
5. Maintain confidentiality

DSL will:

1. Assess risk level
2. Make referrals if needed
3. Document all actions
4. Follow up on outcomes
5. Support reporter/victim

Contact Information

Emergency Contacts:

- Police: 999
- Cambridgeshire Children's Services: 0345 045 5203
- Adult Services: 0345 045 5202
- Out of hours: 01733 234 724

Support Organizations:

- NSPCC: 0808 800 5000
- ChildLine: 0800 1111
- Domestic Violence Helpline: 0808 2000 247
- Age UK: 0800 169 6565

Training Requirements

- Induction safeguarding training mandatory

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- Annual refresher training
- Additional training for DSL
- Records maintained by Council

Data Protection

- All records stored securely
- Access limited to DSL and relevant managers
- Records kept for 6 years
- Secure disposal after retention period

Code of Conduct

All staff/volunteers must:

- Maintain professional boundaries
- Never be alone with child/vulnerable adult
- Not share personal contact details
- Not take photos without consent
- Report concerns promptly

Policy Review

- Annual review by Council
- Updated when legislation changes
- Staff notified of changes
- Training updated accordingly

Declaration

I confirm I have read and understand this policy:

Name: _____ Role: _____ Date: _____ Signature:

Version: 2.0 Date: December 2024 Next Review: December 2025