

MAULDEN PARISH COUNCIL Draft Safeguarding Policy

Adopted: ???

Next Review Date: Annually

1. POLICY STATEMENT Maulden Parish Council (MPC) are committed to safeguarding and promoting the welfare of children and young people who volunteer, undertake work experience, participate in Duke Of Edinburgh placements, or are otherwise involved in MPC-supported activities.

MPC recognise their duty of care to ensure that all young people are protected from harm, abuse, neglect, or exploitation while engaged in MPC activities.

Safeguarding is everyone's responsibility.

2. SCOPE OF THIS POLICY This policy applies to:

- Young volunteers under the age of 18.
 - Work experience placements.
 - Duke Of Edinburgh participants.
 - Youth community project participants.
 - MPC councillors, staff, and volunteers working alongside young people.
- This policy does not replace statutory safeguarding procedures but supports compliance with them.

3. LEGAL FRAMEWORK This policy is guided by:

- Children Act 1989 & 2004.
- Working Together To Safeguard Children (latest edition).
- Safeguarding Vulnerable Groups Act 2006.
- Equality Act 2010.
- Data Protection Act 2018 / UK GDPR.

4. DEFINITIONS

Child/Young Person: Anyone under 18 years of age.

Safeguarding: Protecting children from maltreatment, preventing impairment of health or development, and ensuring safe and effective care.

5. DESIGNATED SAFEGUARDING LEAD (DSL) MPC will appoint a Designated Safeguarding Lead.

Designated Safeguarding Lead:

Name: *[Insert Name]*

Role: *[Clerk / Councillor]*

Contact: *[Insert details]*

In their absence, concerns should be reported to:

[Insert deputy if applicable]

6. PRINCIPLES MPC will:

- Provide a safe working and volunteering environment.
- Ensure appropriate supervision at all times.
- Obtain parental/guardian consent for under-18s.
- Undertake risk assessments for activities.
- Promote a culture of respect and inclusion.
- Take all concerns seriously.

7. RECRUITMENT AND SUPERVISION

Before engagement:

- Written parental/guardian consent will be obtained
- Emergency contact details will be recorded
- Any relevant medical information will be disclosed voluntarily

Supervision:

- Young people will never work alone without agreed safeguards
- A responsible adult will be present or contactable
- Clear task instructions will be provided

Ratios:

Where practical, at least two responsible adults should be present during organised activities involving groups of young people.

8. DBS CHECKS DBS checks will be considered where:

- Activities involve regular, unsupervised contact
- There is teaching, mentoring, or direct supervision

For occasional supervised volunteering, DBS checks may not be required, but risk assessments will be conducted.

MPC will follow current DBS guidance.

9. CODE OF CONDUCT FOR ADULTS All MPC councillors, staff and volunteers must:

- Treat young people with respect and dignity.
- Avoid being alone with a young person in enclosed spaces.
- Avoid inappropriate language or behaviour.
- Not exchange personal social media contact details.
- Not take photographs without consent.
- Not engage in physical contact beyond what is appropriate and necessary.

10. USE OF PHOTOGRAPHS AND SOCIAL MEDIA

- Written parental consent must be obtained before images are taken.
- Young people will not be named in publications without permission.
- Images will be used only for legitimate MPC purposes.

11. HEALTH & SAFETY

- Risk assessments will be completed for activities
- Young people will receive safety briefings
- Appropriate PPE will be provided where required
- Tools and equipment use will be supervised

12. RECOGNISING ABUSE

Abuse may include:

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Neglect.
- Bullying (including online).

If a young person discloses information:

- Stay calm.
- Listen carefully.
- Do not promise confidentiality.
- Record facts accurately.
- Report immediately to the Designated Safeguarding Lead.

13. REPORTING CONCERNS If there is immediate danger, call **999**.

Safeguarding concerns must be reported to the Designated Safeguarding Lead. The DSL will:

- Record the concern
- Assess risk
- Refer to the Local Authority Safeguarding Team if necessary

Contact details for local safeguarding authority: *[Insert Local Authority Safeguarding Contact Number]*

14. CONFIDENTIALITY Information will be:

- Shared only on a need-to-know basis.
- Stored securely.
- Managed in accordance with GDPR.

15. REVIEW This policy will be reviewed annually, or sooner if:

- Legislation changes.
- There is a safeguarding incident.
- Activities involving young people increase.