

MAULDEN PARISH COUNCIL

Draft Safeguarding Policy

Safeguarding children and adults at risk (vulnerable adults)

Adopted: ???

Next Review Date: Annually

1. POLICY STATEMENT

Maulden Parish Council (MPC) recognise their responsibility to safeguard and promote the welfare of children and adults at risk who come into contact with MPC through its activities, facilities, councillors, staff, contractors, and volunteers.

MPC is committed to:

- Providing a safe environment for children and adults at risk.
 - Preventing abuse, neglect, and exploitation.
 - Responding appropriately to safeguarding concerns.
 - Working in partnership with statutory agencies where necessary, promoting a culture of vigilance and accountability.
- Safeguarding is everyone's responsibility.

2. PURPOSE OF THIS POLICY

This policy aims to:

- Protect children and adults at risk using MPC services or facilities.
- Provide MPC councillors, staff, and volunteers with guidance on safeguarding responsibilities .
- Outline procedures for reporting concerns.
- Ensure compliance with UK safeguarding legislation and guidance.
- Promote safe working practices.

3. SCOPE OF THIS POLICY

This policy applies to:

- MPC councillors.
- MPC employees.
- MPC volunteers.
- MPC contractors.
- Hirers of MPC-owned facilities.
- Event organisers acting on behalf of MPC.

This policy does not replace statutory safeguarding procedures but supports compliance with them.

4. DEFINITIONS

Children – a child is anyone under the age of 18

Adults at risk (vulnerable adults) – an adult at risk is someone aged 18 or over who:

- Has care and support needs.
- May be unable to protect themselves.
- May be at risk of abuse or neglect.

5. LEGAL FRAMEWORK

This policy is guided by:

- Children Act 1989 & 2004.
- Care Act 2014
- Working Together To Safeguard Children (latest edition).
- Safeguarding Vulnerable Groups Act 2006.
- Equality legislation.
- Data protection and UK GDPR legislation.
- Safeguarding Adults Boards and Local Safeguarding Children Partnerships guidance

6. TYPES OF ABUSE

Abuse may include:

Children

- Physical abuse.
- Emotional abuse.
- Neglect.
- Exploitation.
- Online abuse.

Adults at risk:

- Physical abuse.
- Psychological abuse.
- Financial abuse.
- Discriminatory abuse.
- Neglect or omission.
- Domestic abuse.
- Organisational abuse.
- Modern slavery.

7. RESPONSIBILITIES OF MAULDEN PARISH COUNCIL

MPC will:

- Appoint a Designated Safeguarding Lead.
- Ensure safeguarding training awareness for MPC councillors and staff.
- Undertake DBS (Disclosure & Barring Service) checks where roles require them.
- Maintain safe MPC facilities and environments.
- Ensure safe recruitment practices where appropriate.
- Display safeguarding contact information publicly.
- Respond promptly to safeguarding concerns.
- Review this policy annually.

8. DESIGNATED SAFEGUARDING LEAD (DSL)

MPC will appoint a Designated Safeguarding Lead, the responsibilities include:

- Receiving safeguarding concerns.
- Maintaining safeguarding records.
- Liaising with local safeguarding authorities.
- Supporting MPC councillors and staff.

Designated Safeguarding Lead:

Name: *[Insert Name]*

Role: *[Clerk / Councillor]*

Contact: *[Insert details]*

In their absence, concerns should be reported to:

[Insert deputy if applicable]

9. GOOD PRACTICE GUIDANCE

When undertaking their MPC duties, MPC councillors, staff and volunteers must:

- Treat all children and adults at risk with respect.
- Avoid being alone with a child wherever possible.
- Ensure meetings take place in open/public settings.
- Maintain appropriate professional boundaries.
- Report safeguarding concerns immediately.
- Never promise confidentiality where safeguarding is involved.

10. USE OF PHOTOGRAPHS & SOCIAL MEDIA

- Written parental consent must be obtained before any images are taken, either through a signed waiver or via email confirmation prior to the event. Use the following wording when advertising events: "By attending the event, consent is given for the use of photography unless otherwise stated. If you do not wish for you or your child to appear in any photographs, please notify us in advance by email and/or inform a member of staff on the day of the event."
- Young people will not be named in publications without written permission.
- Images will be used only for legitimate MPC purposes.
- For further guidance on the use of photography and images at events, please refer to the Council's Event Photography Policy.

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. DBS CHECKS

Where MPC councillors, staff and volunteers undertake roles involving events; unsupervised contact with children or adults at risk, Disclosure & Barring Service (DBS) checks must be completed or applied for before such roles begin.

13. USE OF MPC-OWNED FACILITIES BY EXTERNAL ORGANISATIONS

Any organisation using MPC-owned premises or facilities must:

- Confirm they have their own safeguarding policy,
 - Ensure appropriate supervision ratios.
 - Ensure relevant DBS checks are completed.
 - Accept responsibility for safeguarding during their activities.
- Failure to comply may result in withdrawal of facility-use permission.

14. REPORTING SAFEGUARDING CONCERNS

If a safeguarding concern arises:

Step 1

If urgent risk exists, call **999**

Then contact the Local Authority Safeguarding Team – Children 0300 300 8585 (office hours)
Adults at risk 0300 300 8122 (office hours)
0300 300 8123 (out of hours)

Step 2

Any non-urgent safeguarding concerns must be reported to the Designated Safeguarding Lead. The DSL will record:

- Date and time.
- Nature of concern.
- Observations (fact only).
- Refer to the Local Authority Safeguarding Team if necessary.
- Action taken.

MPC councillors, staff and volunteers must not investigate independently.

15. CONFIDENTIALITY & INFORMATION SHARING

Information will be:

- Handled sensitively.
- Only shared where necessary and with the appropriate authorities.
- Follow safeguarding best practice.
- Stored securely.
- Managed in accordance with data protection law and GDPR.

Where a child or adult is at risk, safeguarding overrides confidentiality.

16. WORKING WITH PARTNERS

MPC will cooperate with:

- Legislation changes.
- Local safeguarding children partnerships.
- Safeguarding adults boards.
- Police
- Social services
- Community organisations working to protect individuals at risk.

17. CODE OF CONDUCT EXPECTATIONS

When undertaking their MPC duties MPC councillors, staff and volunteers must not:

- Engage in inappropriate relationships.
- Use inappropriate language.
- Meet children alone without justification.
- Share personal contact details unnecessarily.
- Transport children alone.

18. ALLEGATIONS AGAINST MPC COUNCILLORS, STAFF OR VOLUNTEERS

Any safeguarding allegations against MPC councillors, staff or volunteers must be:

- Reported immediately to the Designated Safeguarding Lead.
- Referred to the appropriate authority where necessary.
- Recorded formally.
- Handled confidentially and fairly

19. TRAINING AND AWARENESS

MPC will:

- Provide safeguarding awareness information.
- Ensure MPC councillors, staff and volunteers understand responsibilities.
- Signpost further safeguarding training where appropriate

20. REVIEW

This policy will be reviewed annually, or sooner if:

- Legislation changes.
- There is a safeguarding incident.
- MPC's activities involving young people increase.