

MAULDEN PARISH COUNCIL

Draft Safeguarding Policy For Public Community Events

To be read in conjunction with Council Event Photography Policy

Adopted: ???

Next Review Date: Annually

1. PURPOSE AND SCOPE

1.1 This policy sets out the framework used by Maulden Parish Council (MPC) to ensure the safety, protection, and privacy of children and vulnerable adults during public, one-off community events organised by MPC, such as the Easter egg hunt, festive light switch-on and Senior Citizens' Christmas Tea.

1.2 This policy applies to all MPC employees, Councillors (elected or co-opted), MPC and community volunteers and paid contractors assisting with the delivery of the event.

2. CRIMINAL RECORD SCREENING (DBS CHECKS)

2.1 Legal Thresholds: In accordance with UK legislation and Disclosure & Barring Service (DBS) guidelines, MPC community events involving children accompanied by their parents or responsible adults do not constitute a "regulated activity".

2.2 Standard/Enhanced Checks: Because parents retain continuous, direct supervision of their children, it is legally impermissible for MPC to apply for Standard or Enhanced DBS checks for MPC staff, Councillors, or volunteers involved in the event.

2.3 Basic Checks: MPC reserve the right to require a Basic DBS check for MPC's Clerk as part of general employment screening. Basic checks for MPC Councillors or volunteers are not statutory and will only be pursued if mandated by specific MPC risk assessments.

3. OPERATIONAL SAFEGUARDING RULES FOR MPC STAFF, COUNCILLORS AND VOLUNTEERS

3.1 All MPC staff, Councillors, and volunteers must act strictly as event marshals or facilitators.

3.2 Under no circumstances should any MPC staff member, Councillor or volunteer:

- Take a child to a public toilet or changing facility alone at any MPC-organised event.
- Agree to supervise or look after a child away from their parent/guardian at any MPC-organised event.
- Engage in one-to-one or private contact with a child out of sight of the public or their parents at any MPC-organised event.

3.3 Any child who becomes separated from their parent must be escorted immediately to the designated MPC contact point/Clerk by two MPC event marshals, and a public announcement made.

4. OFFICIAL MPC PHOTOGRAPHY AND DATA PROTECTION (GDPR)

Covered under the Council Event Photography Policy.