

Wingfield Parish Council

Safeguarding Policy

1. Policy Statement

1.1 Wingfield Parish Council is committed to ensuring that all individuals, particularly children, young people, and adults at risk, are protected and kept safe from harm while participating in activities, events, or services organised by, or associated with the Parish Council. Safeguarding is everyone's responsibility, and we take this duty seriously.

2. Scope of the Policy

2.1 This policy applies to:

- All parish councillors
- Volunteers acting on behalf of the Parish Council
- Third-party individuals or organisations who work in partnership with the council during events.

2.2 It covers all Parish Council-run or supported community events, including meetings and seasonal activities, including but not limited to the regular litter picks, Hidden Gardens events, seed swaps and community activities.

3. Definitions

- **Child:** Anyone under the age of 18
- **Adult at Risk:** A person aged 18 or over who may be unable to protect themselves from abuse or neglect due to care or support needs
- **Abuse:** A violation of someone's human and civil rights by another person or persons. It can be physical, emotional, sexual, or neglectful.

4. Our Responsibilities

The Parish Council will:

- Promote a safe environment for all participants in our events
- Conduct a risk assessment for each event with specific consideration given to safeguarding, including a lost child procedure
- Ensure all councillors and volunteers are aware of safeguarding responsibilities
- Respond promptly and appropriately to any safeguarding concerns
- Maintain appropriate levels of confidentiality, only sharing information when necessary to protect individuals
- Maintain up-to-date contact details for reporting safeguarding concerns.
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5. Code of Conduct

All Parish Councillors and volunteers must:

- Treat everyone with dignity and respect
- Avoid being alone with children or vulnerable adults, where possible
- Report any suspicions or allegations of abuse immediately
- Avoid unnecessary physical contact
- Not share personal contact information with children or vulnerable adults
- Photographs / video should only be taken with all suitable permissions being in place. They must not be shared without the young person and their guardian's consent.

- Councillors should not carry out any communication with a child via email or social media through their personal accounts and devices. Communication should be via Parish Council email accounts. Use of telephone will only be used if parental consent is given.

6. Safe Recruitment, checks and Supervision

While the Parish Council does not routinely employ staff, any volunteers or contractors engaged to work directly with children or vulnerable adults may be asked to:

- Provide references
- Undergo a basic DBS check where appropriate

Councillors will not be subject to a basic or enhanced DBS check as the nature of the activities hosted by the council do not meet the criteria for such a check. The Council will not seek to create events or opportunities that would meet the definition of “regulated activity.”

Should an event be planned that does involve vulnerable groups or individuals a risk assessment will be conducted and safeguarding measures put in place to ensure no adult is left alone with a child or vulnerable adult.

7. Volunteering for under 18s

Should an individual under 18 wish to volunteer for the council, parental/guardian’s consent will be obtained and a clear outline of the tasks the young person will be undertaking provided. Details on who will be supervising them will be shared and consent obtained, before any volunteering takes place.

8. Reporting a Concern

If someone is in immediate danger, call **999**.

For non-emergency concerns:

- The safeguarding lead for the Parish Council is: **Anneka Coleman**
Contact: **A.Coleman@wingfieldparishcouncil.gov.uk**
- Concerns can also be reported to the Local Authority Safeguarding Team.

All concerns or allegations will be taken seriously and responded to swiftly and appropriately.

9. Training

The safeguarding lead will complete accredited training and share best practice with the other councillors.

10. Policy Review

This policy will be reviewed every **two years** or in response to significant changes in legislation or guidance.

