



Safeguarding Policy 2025



SECTION 1

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Haydon Wick Parish Council's facilities and services.

Haydon Wick Parish Council's Safeguarding Lead: Jo Newman
Contact: 01793 722446 / memorycafe@haydonwick.gov.uk

Definitions

Children and young people:

Anyone under the age of 18 years

Anyone up to the age of 25 years with a disability (including physical, sensory and learning)

Vulnerable Adult:

Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Anyone with a disability (including physical, sensory and learning)
- Or may need community care services

Who this policy applies to

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary, or commissioned capacity, for example contracted to provide a service or facilitate an event on behalf of the Parish Council. It also applies to any individual hiring, leasing, or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

To promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities or services and do regular safety assessments.
- Ensure that employees, councillors, and leaders of activities in parish facilities or services, are aware of the safeguarding expectations.
- Members of staff who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties MUST undergo appropriate Disclosure and Barring Service checks BEFORE commencement of such duties.
- The relevant safeguarding contacts for advice and help will be made available on the Parish Council website. An Individual of Concern will be made aware to the Safeguarding Lead and Events Team and risk assessments will be amended accordingly. The Individual of Concern's identity will remain confidential, but presence will be noted to contractors present.

Hiring of facilities and services to groups for use with children, young people or vulnerable adults

Parish Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and vulnerable adults policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities and services.
- Ensure leaders have regular enhanced DBS checks as appropriate and know where the first aid box is and how to summon help from the Parish Office or Emergency Services.
- Carry out risk assessments for individual activities.

Prevention Strategies

- DBS Checks for Volunteers / Enhanced DBS checks for Staff where required
- References upon recruitment
- Safeguarding Training (with regular refreshers)
- Adapting to the needs of the service users (for example, within the Memory Café setting with those living with dementia and other associated conditions)

SECTION 3

Safe working practice

All users of Parish facilities and services must follow the safeguarding children, young people and vulnerable adults' policy and procedures at all times. For example, they should:

Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.

- Plan activities so that more than one person involved is present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended actions.
- Ensure registers are complete and attendees are recorded and signed out (with under 8's collected by a parent/carer).
- Ensure there is access to a first aid kit and telephone and are aware of fire procedures.
- Ensure that photos or videos of individuals are not taken without permission from their parents/carers and only after signing the Council's photography consent form.
- When working outside, ensure activities, breaks, materials and clothing are suitable for the weather conditions and that shelter is available where possible.

Expectations of behaviour

All users of Parish facilities and services should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Adhere to the guidance and instructions of Parish Council Staff.
- Treat each other with respect at all times and show consideration for other groups using the facilities and services.
- Abstain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to the Parish Chief Officer/Clerk and RFO or parents/carers, as appropriate. The Parish Chief Officer/Clerk and RFO will then decide the next course of action required, if any.

SECTION 4

Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is advisable for interviews or work with individual children or parents to be conducted in view of other adults where possible.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Parish Chief Officer/Clerk and RFO. The Parish Chief Officer/Clerk and RFO will then inform the Personnel Sub Committee (If the allegation made to a member of staff concerns the Parish Chief Officer/Clerk and RFO the recipient of the allegation will immediately inform the Deputy Clerk who will then inform the Parish Council's Personnel Sub Committee).
- The Parish Council should follow the procedures for managing allegations against staff/volunteers on the SBC Safeguarding website:
 - Adult safeguarding concerns will follow Swindon Borough Council Guidelines and the referral form and guidance can be found at https://www.swindon.gov.uk/info/20011/adult_social_care_and_support/1120/report_a_safeguarding_concern_about_an_adult_at_risk_of_or_experiencing_harm
 - Concerns for children and young people should follow the guidance and referral process can be found on the Swindon Safeguarding Partnership Website here:
 - [Request for help and support guidelines and contact information - Swindon Safeguarding Partnership](#)

The Parish Council will follow the Adult Position of Trust Framework as per the Swindon Safeguarding Partnership. The Parish Council will follow the Swindon Safeguarding Procedures for managing allegations against staff/volunteers. These procedures can be found via the link below: [Allegations against those who work with children and the role of the Local Authority Designated Officer \(LADO\) - Swindon Safeguarding Partnership](#)

Whistleblowing

All Parish staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the Swindon Borough Council Safeguarding Team as to how to handle such allegations. The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the Safeguarding Team.

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into five main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

Safeguarding Statement

The Parish Council is committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. We regularly work with other agencies and Swindon Borough Council to ensure compliance with changing laws and guidelines in relation to safeguarding.

The Parish Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place or at least annually.

Version Control

HWPC Safeguarding Policy	Georgina Morgan- Denn Chief Officer/Clerk and RFO to Council	Minute Resolution 140C Adopted by Full Council 22nd November 2022	Reviewed as and when legislative/best practice changes take place, or at least annually.
HWPC Safeguarding Policy	Georgina Morgan- Denn Chief Officer/Clerk and RFO to Council		Reviewed as and when legislative/best practice changes take place, or at least annually.

