



# **ALDERHOLT PARISH COUNCIL**

## **SAFEGUARDING POLICY**

### **Introduction**

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy will enable Alderholt Parish Council to demonstrate its commitment to keeping children, young people and vulnerable adults safe.

### **Definitions**

#### **Children and Young People:**

Anyone under the age of 18 years

#### **Vulnerable Adult:**

Anyone over 18 years who is unable to care for themselves and unable to protect themselves from significant harm or exploitation or may be in need of community care services.

### **To Whom This Policy Applies**

This policy applies to Councillors and to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work. 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.

### **Policy Statement**

The Parish Council is committed to taking all reasonable precautions to safeguard the welfare of children, young people and vulnerable adults that use its services and promotes a safeguarding culture and environment.

### **Promoting A Safe Environment**

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

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, Councillors and leaders of activities in parish facilities are aware of the safeguarding expectations.
- All Councillors, employees and volunteers have a responsibility to report concerns to the appropriate officer.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

- All Councillors, employees and volunteers are not to deal with situations of abuse or to decide if abuse has occurred.
- All Councillors, employees and volunteers must act appropriately at all times and be able to challenge inappropriate behaviour in others.
- Do risk assessments for individual activities.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Ensure there is access to a first aid kit and telephone.
- Ensure that where a child, young person or vulnerable adult needs assistance and when first aid is required, that it is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- Ensure that attendees at functions are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Ensure that photos or videos of individuals are not taken without written permission from parents/carers.
- Any concerns or complaints raised will be handled confidentially.
- All Councillors, employees and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.

### **How to report a safeguarding concern**

Anyone who has a complaint or concern relating to safeguarding should report it immediately to the Parish Council Clerk who is the named Safeguarding Officer. Contact details are as follows:

Telephone: 01425 657587

Email: [clerk@alderholtparishcouncil.gov.uk](mailto:clerk@alderholtparishcouncil.gov.uk)

The Clerk will then contact the relevant bodies as follows

Children – any allegations or suspicions will be reported to Dorset Family Support and Advice Line:

Tel: 01305 228558 (Monday to Friday 8am to 10pm; Saturday, Sunday and bank holidays 9am to 10pm) or 01305 221000 (outside of normal open hours).

Vulnerable Adults - any allegations or suspicions will be reported to Dorset Adult Social Care:

Tel: 01305 221016 (Monday to Friday 8.30am to 5pm) or 01305 221000 (outside of normal open hours).

If someone is in immediate danger call 999

Alderholt Parish Council will follow up safeguarding reports and concerns according to legal and statutory obligations, following the advice of Dorset Council's Safeguarding teams.

Alderholt Parish Council will apply appropriate disciplinary measures to staff and associated personnel found in breach of policy.

Alderholt Parish Council will cooperate fully with the statutory agencies in every situation and will not conduct its own investigations.

### **Confidentiality**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only and should always be kept secure.