

# Rowlands Castle Parish Council

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## Safeguarding Policy

**Adopted by Full Council at Mtg on 4 September 2023**

*This Policy follows SLCC's 2022 Model and similar policies of*

*Hambleton and Great Bedwyn Parish Councils*

### Policy Statement

In the interests of child protection and the welfare and protection of vulnerable people, Rowlands Castle Parish Council ('the Council') is committed to ensuring that children and vulnerable people are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council. Safeguarding children and vulnerable people is **everyone's** responsibility.

**A child is defined** as a person who is aged under 18 years, and includes an unborn child. A child at risk is a child who is experiencing or is at risk of abuse, neglect or other kinds of harm.

**A vulnerable person is defined** as aged 18 years or over, who may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

### Policy Objectives

- To ensure that, where possible, all facilities and activities offered by the Council are designed and maintained to reduce the risk to children and vulnerable people.
- To promote the general welfare, health and development of children by being aware of child protection issues, and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints, and to alleged or suspected incidents of abuse and neglect.
- As the Council does not directly provide care or supervision services to children and vulnerable people, it expects all children and vulnerable people using its services to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

### Aims

The aim of this policy document is to guide members and employees of the Council, plus volunteers and contractors engaged by the Council, should any child protection issue or any issues with vulnerable adults arise during their work.

### Responsibilities and Procedures

The Clerk to the Council is designated as the Safeguarding Officer. As such, their responsibilities will include the following:

- Ensure all members are provided with the Council's Safeguarding Policy, to be acknowledged and signed to confirm that they will abide by it;
- Ensure that before any Council-organised event with children and/or vulnerable people proceeds, participants are briefed accordingly;
- Ensure that members are aware of the potential risks they may face in certain circumstances whilst carrying out their duties;
- Ensure that before any volunteers or paid members of staff are recruited to work with children and/or vulnerable people, they are interviewed and two references are taken up;
- Decisions on whether any person should have a Disclosure and Barring Service Check (DBS) will be made by the Chairman of the Council after consultation with the Safeguarding Officer;
- Members will adhere to the 'list of recommended behaviour', namely:
  - A minimum of two adults present when supervising children, or one adult who is in possession of a valid and Enhanced DBS Certificate;
  - Not to play physical contact games;
  - Adults to wear appropriate clothing at all times;
  - Ensure that accidents are recorded in an accident book;
  - Never do anything of a personal nature for a child or vulnerable person.
- Keep records of any incidents or allegations a person may make to any committee member or volunteer;
- Refer cases of suspected abuse or allegations to the Safeguarding Officer, who will be responsible for ensuring the matter is handled in accordance with the appropriate Hampshire Safeguarding Board;
- Ensure that facilities offered by the Council have been inspected on a regular basis and at least annually by a representative of RoSPA or similar organisation;
- Share information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers;
- Ensure all contractors working directly for the Council, being deemed to be working in any area where children or vulnerable adults may be at risk, meet the safeguarding standards expected by the Council (a copy of its Safeguarding Policy must be given to the contractor);
- Any organisation which may make contact with children and/or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy or DBS Certificate before being allowed to participate in the use of any Council-owned facilities.
- Comply with the Council's Data Protection Policy.

## **Declaration**

Rowlands Castle Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional, financial harm, and neglect including cyber-bullying, sexting and peer-on-peer abuse.

All members of the Council should read the Safeguarding Policy and be proactive in providing a safe environment for children and vulnerable adults involved in Council activities.

This Policy will be reviewed at least every 2 years.