

# BICKLEIGH PARISH COUNCIL

The Council Office, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR

Office opening hours: Monday & Tuesday 11:00 – 15:00hrs

E-Mail: [parishclerk@bickleigh.gov.uk](mailto:parishclerk@bickleigh.gov.uk)

## BICKLEIGH PARISH COUNCIL SAFEGUARDING POLICY

### Policy Statement

In the interests of safeguarding children and the welfare and protection of adults with care and support needs, the Parish Council is committed to ensuring that children and adults with care and support needs are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

### Policy Objective:

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to children and adults with care and support needs.
- To promote the general welfare, health and development of children by being aware of safeguarding children 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 Parish Council does not directly provide care of supervision services to children and adults with care and support needs, it expects all children and adults with care and support needs using its facilities 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 of the Parish Council and any co-opted members of Committees should any safeguarding children issue or any issues with adults with care and support needs arise during their work.

**Responsibilities & Procedures:** The Clerk has been designated as Safeguarding Officer and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Parish Council organised event with children or vulnerable people;
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties;
- Ensuring, that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face;
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and adults with care and support needs, they are interviewed, two references taken up and subject to an appropriate DBS check;

# BICKLEIGH PARISH COUNCIL

The Council Office, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR

Office opening hours: Monday & Tuesday 11:00 – 15:00hrs

E-Mail: [parishclerk@bickleigh.gov.uk](mailto:parishclerk@bickleigh.gov.uk)

- Decisions on whether any person should be DBS checked will be made by the Council, or the Clerk after consultation with the Chairman, following a risk assessment.

All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it. Councillors will adhere to the 'List of Recommended Behaviour' namely:

- A minimum of two adults present when supervising children.
- 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 young person.
- Keep records in an incident book of any allegations a young person may make to any committee member or volunteer.
- If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Devon Safeguarding Children Board procedures and referred to the Parish Council for further action as appropriate and future risk assessment.
- In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or adults with care and support needs may be at risk, then that contractor will be asked to provide their Safeguarding Policy.
- Any organisation which may contact children or adults with care and support needs shall be required to show proof of its own Safeguarding Policy before being allowed to participate in the use of any council-owned facilities. The organisations Policy must, as a minimum, adhere to the standards set out within this Policy.

## Referrals

In the event there are concerns for a child or an adult with care and support needs which the Parish Council deems that further assistance is needed, the Safeguarding Officer will make a referral to either of the following for guidance and support:

For children: Devon Multi Agency Safeguarding Hub (known as Devon MASH)

Telephone: 0345 155 1071 or e-mail: [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)

For adults: Devon Safeguarding Adults Partnership. Telephone: 0345 155 1007

## Declaration

Bickleigh Parish Council is fully committed to safeguarding the well-being of children and adults with care and support needs by protecting them from physical, sexual, emotional harm and neglect.

All members of Bickleigh Parish Council should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for children and adults with care and support needs who are involved in Parish Council activities.

This Policy will be reviewed annually at the Annual Council meeting in May each year.