



Box Parish Council **Safeguarding Policy**

Drawn up by: **Box Parish Council**

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Date of review: July 2023

Signed by:

SECTION 1

Introduction

Everyone has a duty to safeguard children, young people and adults at risk. This policy promotes good practice in safeguarding for those using Box Parish Council facilities. The Parish Council will review it annually.

Definitions

Children and young people

Anyone under the age of 18 years

Adult at Risk

Anyone over 18 who is

- Unable to care for themselves
- 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 anyone working for or on behalf of the Box 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 using the Box Parish Council facilities for the purpose of delivering any service to children, young people or adults at risk.

SECTION 2

Promoting a safe environment

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

- Provide safe facilities and do regular safety assessments
- Ensure that employees, councillors and leaders of activities in/or on parish facilities, are aware of the safeguarding expectations
- Ensure that the policy for users of parish facilities includes a requirement that they are safe to work with children, young people and adults at risk (eg any adults who have regular

unsupervised contact with children, young people or adults at risk during the course of their duties should undergo appropriate Disclosure and Barring Service checks)

- 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
- Display on notice boards the relevant safeguarding contacts for advice and help

Use of facilities by groups for use with children, young people or adults at risk

(eg clubs/organisations regularly using the Recreation Ground)

The Box Parish Council will require the leaders to:

- Have public liability insurance
- Have a suitable safeguarding children, young people and adults at risk policy and/or agree to work to the Box Parish Council's policy and relevant guidance
- Ensure leaders make their members aware of the Box Parish Council Policy and ensure that it is followed whilst using parish facilities
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is
- Do risk assessments for individual activities

SECTION 3

Safe working practice

All users of Box Parish Council facilities must follow the safeguarding children, young people and adults at risk 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 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 actions
- Where possible, have male and female leaders working with a mixed group
- Ensure registers are complete and attendees are marked in and signed out (under 8s must be collected by a parent/carer)
- Ensure that photos or videos of individuals are not taken without written permission from parents/carers
- Ensure they have access to a first aid kit and telephone and know fire procedures
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible

Expectations of behaviour

All users of Box Parish Council facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional
- Treat each other with respect and show consideration for other groups using the facilities
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers as appropriate

SECTION 4

Allegation against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or adult at risk
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of the Box Parish Council
- The Box Parish Council should follow the Wiltshire Multi Agency Safeguarding Hub (MASH) procedures for managing allegations against staff/volunteers
- No attempt should be made to investigate or take action before consultation with the Multi Agency Safeguarding Hub

Whistleblowing

All 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 Multi Agency Safeguarding Hub

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 or adult at risk. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers coming into contact with children need to have an awareness of safeguarding.

A full list of types of abuse for safeguarding adults at risk can be found in: [Types of abuse: Safeguarding adults | SCIE](#)

A full list for safeguarding children can be found in: [Types of Child Abuse & How to Prevent Them | NSPCC](#)

How to deal with an allegation or disclosure of abuse in the moment

- Listen carefully to what they are saying
- Give them the tools to talk
- Let them know they have done the right thing by telling you
- Tell them it is not their fault
- Say you will take them seriously
- Do not confront the alleged abuser
- Explain what you will do next
- Report what the child has told you as soon as possible.

Full details on how to deal with an allegation or disclosure can be found in: [What to do if a child reveals abuse | NSPCC](#)

Useful Safeguarding Contact Details

Concerns about a child

Multi Agency Safeguarding Hub for Wiltshire:

Tel: 0300 456 0108 Textphone: 01225 712501

Email: adviceandcontact@wiltshire.gov.uk

Mon to Thurs: 078.30 – 17.20 Fri: 08.30 – 16.20

If you need urgent help or advice outside of these hours, you can call 0300 456 0100

In an emergency always dial 999

Concerns about an adult

Multi Agency Safeguarding Hub for Wiltshire:

Tel: 0300 456 0111

Email: adviceandcontact@wiltshire.gov.uk

Mon to Thurs: 078.30 – 17.20 Fri: 08.30 – 16.20

If you need urgent help or advice outside of these hours, you can call 0845 607 0888

You can contact Wiltshire Police by calling: 101

If a child or adult is in immediate danger you should always dial 999

Training details:

Training details can be found at: [Wiltshire Safeguarding Vulnerable People Partnership \(SVPP\) - e-Learning \(wiltshiresvpp.org.uk\)](http://WiltshireSafeguardingVulnerablePeoplePartnership(SVPP)-e-Learning(wiltshiresvpp.org.uk))