

## **Great Massingham Parish Council Safeguarding Policy**

This policy relates to all Parish Council activities, whether carried out by Councillors, staff, volunteers, or anyone involved in the business of Sandridge Parish Council at either the request or invitation of the Council or the Clerk to the Council.

The policy describes good safeguarding practice needed to provide a safe environment for all but particularly for children and vulnerable adults. It is intended to demonstrate that the Council has processes that minimise the risk of abuse of any kind and enable the identification of and referral of any abuse or risk of abuse that become apparent. It should be noted that the Council does not directly provide care for children or vulnerable adults and any child/vulnerable adult attending a Parish Council run event of any kind, are to remain the responsibility of their parent/carer/responsible adult.

### **Definitions**

- Children – anyone under 18 years old
- Vulnerable adult – anyone over 18 who is unable to care for themselves, unable to protect themselves from harm or exploitation and who may be in need of community care services.

### **The Operating Environment**

Occasions when this policy is most likely to apply are.

- Community Events
- Special Engagement with Young People: Projects such as enlisting local young people to assist in planning our future playground.
- Inspection of Playgrounds / Meeting Contractors on Site

The Parish Council is committed to ensure that all members of the community are kept as free from risk as possible when involved with the organisation in any way. To achieve this the Parish Council will.

- Provide safe facilities, including play equipment, which are regularly monitored.
- Ensure playground maintenance and annual/half yearly inspections are carried out by or led by a ROSPA trained operative.
- Require Parish Council staff or Councillors likely to have unsupervised contact with children or vulnerable adults during Parish Council activities, to undergo a DBS check at the Parish Council's expense.
- Expect Parish Council staff/Councillors/contractors/volunteers to behave and interact appropriately and professionally, avoiding any unnecessary physical contact where possible, and to show respect and consideration to all and to avoid all forms of discrimination.
- Require all Parish Council staff/Councillors/volunteers to recognise their duty to raise any safeguarding concerns with the appropriate authority (see below).
- Take seriously any reports of bullying, harassment, or predatory behaviour on or around the Parish Council's play or sports facilities and to liaise with the police in promptly addressing issues.
- Ensure during outdoor activities, such as volunteer mornings, that parents/carers are fully aware of the risks to children/vulnerable adults in participating in the activity, the risks to be subject to a risk assessment and there being suitably qualified leader(s) present.
- Ensure during Parish Council events that a risk assessment has been carried out to ensure a system exists to reunite lost children or vulnerable adults with their parents/carers.
- Where possible, avoid any working one-to-one situations between Parish Council staff/Councillors/volunteers and any children/vulnerable adults, and where possible have both male and female adults working with a mixed group.
- Adhere to GDPR with regards to photographs or videos.
- Have access to a first aid kit during organised classes/events.
- Ensure that all Parish Council staff, Councillors, volunteers, and contractors are aware of the safeguarding policy.

## **Allegations against Parish Council staff/Councillors/volunteers/contractors**

Concerns about potential abuse should be raised with the Parish Clerk and/or Chair to the Council as appropriate and/or reported to the relevant Norfolk County Council Social Services office.

- Children Services - 0344 800 8020
- Adult Services - 0344 800 8020

**The police should be contacted in urgent cases.**

### **Policy review**

**Date of Policy:** September 2025

**Date to be reviewed:** September 2026