



## HORSMONDEN PARISH COUNCIL

### SAFEGUARDING POLICY

#### **Policy Statement**

In the interests of protecting children and young people and the welfare and protection of vulnerable adults, Horsmonden Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council. Safeguarding children and vulnerable adults is everyone's responsibility.

#### **Policy Objective:**

To ensure that where possible all facilities and activities offered by Horsmonden Parish Council are designed and maintained to limit risk to children and vulnerable adults.

- To promote the general welfare, health and development of children by being aware of child protection and well-being matters and to be able to respond where appropriate as a local government organisation.
- To follow the local procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As Horsmonden Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults 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 Horsmonden Parish Council, its staff and volunteers should any child protection issue or any issues with vulnerable adults arise during their work.

#### **Responsibilities & Procedures:**

The Clerk has been designated as Safeguarding Officer from within the Council and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Parish Council-organised event with children, young people 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.
- All new Councillors, staff and volunteers are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.
- Councillors, staff and volunteers will adhere to the 'List of Recommended Behaviors' 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 Local Safeguarding Partnership procedures and is referred to the appropriate body.
- Facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide a copy of their own Safeguarding Policy or confirm that they adhere to the Parish Council's Safeguarding policy

Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any Council-owned facilities.

## **Declaration**

Horsmonden Parish Council is fully committed to safeguarding the well-being of children, young people and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All members of Horsmonden Parish Council, its staff and volunteers should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

This Policy will be reviewed regularly by the Parish Council.