

Carbrooke Parish Council

Safeguarding Policy

1 Policy Statement

1.1 The Parish Council is committed to ensuring that children, young people and adults with care and support needs are protected and kept safe whilst they are engaged in any activity associated with the Parish Council. It is not the role of the Council to investigate allegations of abuse. However, all members of the Council, employees, volunteers and contractors have a responsibility to take action if they suspect or recognise that a child, young person, or vulnerable adult, may be a victim of significant harm or abuse. This policy has been developed using the principles of the Equality Act 2010 and the Working Together to Safeguard Children Act 2018. (The Community Hub has its own policy.)

2 Definitions

2.1 The phrase children, young people and vulnerable adults refers to:-

- Anyone under the age of 18 years
- Someone who is over the age of 18 who is, or may be, in need of community care services by reason of mental health or other disability, age or illness, and is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation

2.2 Abuse covers any form of physical, emotional, mental and sexual abuse including bullying or a lack of care that leads to injury or harm. For vulnerable adults, abuse may also be financial.

3 Objectives

3.1 The objectives of this policy are:-

- To ensure that the Parish Council takes all reasonable precautions to safeguard the welfare of children, young people and vulnerable adults using its services
- To follow a procedure in responding to and recording any safeguarding complaints, and to alleged or suspected incidents of abuse and neglect.

4 Parish Council Events

4.1 The Parish Council, or anyone undertaking activities on behalf of the Parish Council, is responsible for ensuring that participants in any Parish Council organised event with children and/or vulnerable adults are appropriately briefed before participating in any event.

4.2 As the Parish Council does not directly provide supervision services to children and adults with care and support needs, it expects all children and vulnerable adults using its facilities do so with the consent and the necessary supervision of a parent, carer, or other responsible adult.

4.3 No unaccompanied child will be permitted to take part in any activity organised by the Parish Council.

4.4 All staff, councillors and volunteers acting in conjunction with the Council's activities should take care not to place themselves in a vulnerable position with a child or vulnerable adult.

5 Parish Council Owned Play Facilities

5.1 The Parish Council's play facilities and equipment are regularly inspected by the Hub Manager on behalf of the Council. The play facilities and equipment are inspected annually by an independent qualified contractor, and throughout the course of the year by the Parish Clerk.

5.2 In the event of a contractor working directly for the Parish Council being deemed to be working in an area where children or vulnerable adults may be at risk then that contractor will be asked to provide a copy of their Safeguarding Policy.

5.3 Any organisation which is engaged by the Parish Council to work with children and/or vulnerable adults will be required to submit a copy of its Safeguarding Policy to the Council before being contracted. The organisation's policy must, as a minimum, adhere to the standards set out within this policy.

6 Responsibilities

6.1 All councillors, staff and volunteers have a duty to safeguard vulnerable users of its facilities and those who may come into contact with any vulnerable users. All will respond to any concerns they have regarding the physical, sexual, emotional, or psychological safety of any vulnerable person.

This policy is in place to protect all vulnerable persons regarding of their religion, gender, ethnicity, sexuality, disability or faith.

Risks to be aware of include:-

- Sexual harassment, abuse or exploitation
- Bullying and harassment
- Criminal exploitation
- Neglect
- Physical abuse
- Emotional abuse
- Commercial exploitation
- Extremism and radicalisation
- Discriminatory abuse, including harassment, slurs or maltreatment because of an individual's actual or perceived age, disability, gender, gender identity, ethnicity, culture, religion or sexual orientation
- Hate crimes
- Modern slavery
- Cyber abuse, including scamming and grooming individuals

- Financial/material abuse

No councillors, staff, or volunteers will have unsupervised access to children, young persons or vulnerable adults.

7 Reporting Concerns about Child or Adult Protection

7.1 If an adult discloses information, but asks that no action is taken or that this information is not shared, the public interest test applies. If someone else could be a victim of any alleged perpetrator it is in the public interest to report it without the victim's consent.

7.2 If an adult does not have mental capacity, you have a duty to report any concerns without their consent.

7.3 If you are unsure, contact the Parish Clerk or a member of the Parish Council. All matters will be treated with the strictest confidence.

8 Procedure

8.1 The Parish Council and anyone undertaking activities on the Council's behalf should follow the following procedure.

- If there is any concern of child abuse reported (incident or allegation) it should be referred to Children's Services at Norfolk County Council (0345 800 8020).
- Record any allegation a person may make to a member of the Council, staff, or volunteer. The records should be as stated and not questioned. The records will be signed and dated.

9 Emergency incidents

9.1 Where there is considered to be immediate danger or risk of significant harm to an individual/s, the Police will be contacted.

10 Responding to Concerns

10.1 Organisations using our facilities should follow their own Safeguarding Policy and report to their designated Safeguarding Officer (or similar title).

10.2 In all other cases, the Parish Clerk or a member of the Council must be contacted over any concerns and a full report of any incident made, although we acknowledge that depending on the nature of the incident this may not be the first step taken.

11 Concerns about Other Organisations

11.1 Where a concern relates to another organisation or their staff, volunteers or people they work with, contact the Parish Clerk, who will contact the designated Safeguarding Officer for the organisation in question. Where necessary, the Parish Clerk will follow up to ensure that the issue has

been acted on. If necessary, the Parish Clerk and/or a member of the Parish Council will take up the matter directly with the relevant authority.

11.2 Where we have reason to believe that the practice of other organisations using our facilities does not meet legal requirements, or where concerns are raised, we will investigate this further. In the first instance, the Parosh Clerk will raise any issue/s with the organisation and will ensure the organisation has the correct policies and procedures in place. Where we have serious concerns or feel that an individual/s is being placed at risk, we will raise these concerns with the relevant authorities.

11.3 It is important that an individual/s raising concerns is supported at all times.

Agreed: February 2026.

Review Date: January 2028.