



# SAFEGUARDING CHILDREN AND VULNERABLE PERSONS POLICY

Adopted by Council on 8 May 2017

Re-Approved on 13 December 2021

Reviewed 12 December 2022

Reviewed 11 December 2023

Reviewed 9 December 2024

Reviewed 8 December 2025

## **Policy Statement.**

Owslebury Parish Council is committed to ensuring that Children and Vulnerable Persons are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council or use of its land or property.

'Vulnerable Persons' can include young people less than 18 years of age, adults with learning difficulties, physical disability, , with social isolation, dependance or illness and elderly people. Anyone at any time can become vulnerable.

## **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 Vulnerable People.
- To promote the general welfare, health and development of Children and Vulnerable People by being aware of protection 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 or supervision services to Children and Vulnerable People, it expects all Children and Vulnerable People 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 should any protection issue arise during their work.

## **Responsibilities & Procedures**

A Safeguarding Officer will be appointed from within the Council and their responsibilities will include:

- Ensuring that before any Parish Council organised event where Children or Vulnerable Persons will be present, the Safeguarding Officer brief participants appropriately.
- Ensuring that whilst Members are unlikely to be involved with Children and Vulnerable Persons 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 Vulnerable persons they are interviewed, and two references taken up.

Decisions on whether any employee or volunteer should be DBS checked will be made by the Council or the by the Chairman after consultation with the Clerk, following a risk assessment of the proposed related activity.

All new Members will be provided with a copy of the Children and Vulnerable Persons Policy and are required to acknowledge they will abide

by it.

Where Members come into contact with Children or Vulnerable Persons they 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 Child or Vulnerable Person that the individual can do themselves.

Any allegations a Child or Vulnerable Person makes to any Member, Officer or volunteer will be recorded in an Incident Book, investigated and acted upon promptly. The Incident Book will be available to Members for inspection.

Where there is an incident involving actual or possible child abuse it must be reported to Hampshire County Council Child Protection Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and must also be referred to the Council for further action as appropriate and future risk assessment.

Facilities offered by the Council should be inspected on a regular basis, the frequency of inspection to be determined by the Council in relation to the specific facility involved and noted in a record book kept for such purpose. In relation to the Hilly Close Play Area, a safety inspection must be undertaken by approved risk assessors.

In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where Children or Vulnerable Persons may be at risk, then that contractor will be asked to provide the Clerk with a copy of their Children and Vulnerable Persons Protection Policy. If the contractor's policy is considered to be inadequate, the contractor will not be allowed to work for the Parish Council.

The Parish Council's Policy for safeguarding Children and Vulnerable Persons will be reviewed annually.