

HOLME HALE PARISH COUNCIL

SAFEGUARDING POLICY

Approved: 5th January 2026

Review Schedule: Annually

Policy Statement

In the interests of child protection and the welfare and protection of vulnerable adults, the 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.

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 adults.
- To promote the general welfare, health and development of children by being aware of child 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 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 the Parish Council and any co-opted Members of Committees should any child protection issue or any issues with vulnerable adults arise during their work.

Responsibilities & Procedures

The Clerk & Chairman have been designated as Safeguarding Officers and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Parish Council organised event with children or vulnerable people;
- 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;
- 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 person should be DBS checked will be made by the Council, or the Clerk after consultation with the Chairman, following a risk assessment.
- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.
- Councillors 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 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 Norfolk Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.
- 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 their 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

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

All members of Holme Hale Parish Council 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 annually.

If you are worried about a child you should contact Norfolk County Council's Children's Services on 0344 800 8020.

If you are worried about a vulnerable adult you should contact Norfolk Safeguarding Adults Board on 0344 800 8020.