HADLOW DOWN PARISH COUNCIL
SAFEGUARDING POLICY

Hadlow Down Parish Council is committed to the health, wellbeing and safety of all minors (i.e. children and young people under the age of 18), and vulnerable adults who are resident or visiting the parish. The Parish Council is committed to ensuring that minors 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 minors and vulnerable adults.
- To promote the general welfare, health and development of minors and vulnerable adults by being aware of child and vulnerable adult 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 minors and vulnerable adults, it expects all minors and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult with legal parental responsibility.

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 has been designated as the Safeguarding Officer and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Parish Council organised event involving minors 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 minors 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 minors 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 minors.
- Not to play physical contact games.
- Adults to wear appropriate clothing at all times.
- Ensure that accidents are recorded in an accident book held by the Clerk.
- Never do anything of a personal nature for a young person.

- Keep records in an incident book held by the Clerk of any allegations a young person may make to any Parish Councillor.
- 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 Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.
- 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 their Safeguarding Policy or sign up to Hadlow Down Parish Council's Safeguarding Policy.

Any organisation which may make contact with minors or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy or to sign up to Hadlow Down Parish Council's Safeguarding Policy before being allowed to participate in the use of any council-owned facilities.

Declaration

Hadlow Down 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 Hadlow Down Parish Council should read the Safeguarding Policy as should anyone working on behalf of Hadlow Down Parish Council. 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 at least once each calendar year.

Reviewed and agreed: 5th May 2026

Next review date: May 2027