



**Little Thetford Parish Council  
Safeguarding Children and Adults  
at Risk Policy**

## Policy Statement

Little Thetford Parish Council (the Parish Council) is committed to ensuring that children and adults at risk/vulnerable people 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 adults at risk. 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, it expects all children using its facilities to do so with the consent and the necessary supervision of a parent or other responsible adult.

## Aims

The aim of this policy document is to guide members of the Parish Council should any child protection issue arise during their work.

## Responsibilities & Procedures

A Child Protection Officer will be appointed from within the Council and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children or vulnerable persons, the Child Protection Officer brief participants appropriately.
- 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.
- 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 Chairman after consultation with the Clerk following risk assessment.

All new councillors are to be provided with a copy of the Safeguarding Children and Adults at Risk 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. Incident book to be presented to the Parish Council full meeting for inspection

If there is a child abuse incident it should be reported to the Child Protection 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 may be at risk, then that contractor will be asked to provide their Child Protection Policy.

## Declaration

Little Thetford Parish Council is fully committed to safeguarding the well-being of children by protecting them from physical, sexual, emotional harm and neglect. All members of Little Thetford Parish Council should read the Council's Child Protection 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 at the first meeting following the Annual Parish Council meeting.

<b>Document History</b>		
Drafted by Libby White, Locum Clerk	March 2020	V1
Adopted under Delegated Powers	April 2020	
Reviewed and re-adopted	May 2021	