



Great Maplestead Parish Council

Safeguarding Policy

**Adopted: 14th May 2025
For Review: May 2026**



Great Maplestead Parish Council

Safeguarding Policy

1. Introduction

- 1.1** Everyone has a duty to safeguard children, young people and vulnerable adults.
- 1.2** This policy promotes good practice in safeguarding for those using **Great Maplestead Parish Council**-owned facilities.
- 1.3** The **Parish Council** commits to reviewing this policy annually.

2. Definitions

2.1 Children and Young People:

- Anyone under the age of 18 years

2.2 Vulnerable Adult:

- Anyone over 18 who is:
 - Unable to care for themselves
 - Unable to protect themselves from significant harm or exploitation or
 - Is in need of community care services

3. To Whom This Policy Applies

- 3.1** Any individual or organisation working for or on behalf of the **Parish Council**, whether in a paid, voluntary or commissioned capacity: eg. those contracted to do work.
- 3.2** Any individual or organisation hiring, leasing or using **Parish Council**-owned facilities for the purpose of delivering any service to children, young people or vulnerable adults.

4. Promoting A Safe Environment

4.1 In order to promote a safe environment for children, young people and vulnerable adults, the **Parish Council** will:

- ✚ Provide safe facilities and do regular safety assessments.
- ✚ Ensure that employees, Councillors and leaders of activities in the parish or in/on **Parish Council** facilities, are aware of the **Council's** safeguarding expectations.
- ✚ Display on its village notice boards the safeguarding contacts for advice and help. This information will also be available on the **Parish Council** website.

5. Expectations of Behaviour

5.1 All users of **Parish Council**-owned facilities, organisers of parish events and volunteers expected to:

- ✚ Ensure that communications, behaviour and interaction is appropriate and professional.
- ✚ Treat each other with respect and show consideration for other groups using the **Parish Council** facilities.
- ✚ Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the **Parish Council**, Parish Clerk or parents/carers, as appropriate.

5.2 When hiring **Council**-owned facilities to groups for use with children, young people or vulnerable adults the **Council** will ensure that the hirer has:

- ✚ Appropriate public liability insurance.
- ✚ A suitable safeguarding policy and/or agree to work to the **Parish Council's** policy and relevant guidance.
- ✚ Leaders who will make their members aware of the **Parish Council's Safeguarding Policy** and ensure that it is followed whilst using the **Council**-owned facilities.
- ✚ Leaders who have valid enhanced DBS checks as appropriate and know how to summon help from the Emergency Services.
- ✚ Done suitable risk assessments for their particular activities.
- ✚ Read and understood the **Council's** published **Terms of Use** for the facilities.

6. Safe Working Practices

6.1 All users of **Parish Council**-owned facilities must follow this policy and its procedures at all times. For example, they should:

- ✚ Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- ✚ Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- ✚ Where possible, have male and female leaders working with a mixed group.
- ✚ Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- ✚ Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- ✚ Ensure they have access to a first aid kit and telephone.
- ✚ When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

7. Allegations Against Councillors, Staff and/or Volunteers

7.1 Councillors, staff and volunteers should avoid placing themselves in a vulnerable position when dealing with children, young people or vulnerable adults. If asked to meet with a child/young person, concerned parent/guardian or a vulnerable adult to discuss a cause for concern, they should ensure that at least one other independent adult is also present.

7.2 Causes for concern could include any actions, or inactions, which contribute to significantly harming the physical and/or emotional development of a child, young person or vulnerable adult.

7.3 Such actions, or inactions, fall into five main categories, including child sexual exploitation.

✚ These categories are as follows:

- 1) Physical Abuse
- 2) Emotional Abuse
- 3) Sexual Abuse
- 4) Neglect
- 5) Financial Abuse/Manipulation

7.4 While Councillors, staff and volunteers all have a duty to protect children, young people and vulnerable adults **they are not responsible** for deciding whether abuse is taking place. The **Parish Council** must not make a judgement as to whether any allegations of abuse merit further investigation.

7.5 Any concerns regarding the safety of children/young people or vulnerable adults in the village should be reported immediately, initially as detailed below:

- **Children/Young People**

- If in immediate danger phone **999**
- For concerns that a child is being abused or neglected, call **Essex Children & Families Hub** on **0345 603 7627** (Out of hours and bank holidays emergency Duty Service **0345 606 1212**)

- **Adults**

- **Essex Adult Social Care** on **0345 603 7630** or Textphone **0345 758 5592** (Mon-Thurs 8.45am-5.00pm; Friday 8.45am – 4.30pm) Out of hours emergency Duty Service **0345 606 1212** or e-mail: socialcaredirect@essex.gov.uk

7.6 Further Safeguarding information and help can be obtained from **Braintree District Council** on **01376 552 525**:

- **Safeguarding Leads:**

Cherie Root – Corporate Director
Tracey Parry – Community Safety Manager

7.7 If appropriate, **Great Maplestead Parish Council** can be contacted via: the **Clerk**: clerkgreatmaplesteadpc@gmail.com or the **Chairman**: steveharris@greatmaplesteadpc.co.uk

8 In Conclusion

8.5 **Great Maplestead Parish Council** is committed to ensuring the safety of all users of its services and facilities and takes its responsibilities seriously.

8.6 The **Council** is committed to working with other agencies, **Essex County Council** and **Braintree District Council** to ensure compliance with changing laws and guidelines in relation to safeguarding.

8.7 The **Council** commits to reviewing this **Safeguarding Policy** annually and updating it as soon as possible after being notified of any future legislative/best practice changes.