



## **Safeguarding Policy**

### **Iden Parish Council**

#### **1. Policy Statement**

Iden Parish Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We believe that everyone has the right to live free from harm, abuse and neglect. None of the activities of Iden Parish Council involves any member of staff or Councillor coming into direct contact with children or vulnerable adults during the course of their normal duties. However, the council will take all reasonable steps to ensure that safeguarding considerations are reflected in all of its activities.

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#### **2. Purpose**

This policy:

- Sets out the council's commitment to safeguarding
- Clarifies roles and responsibilities
- Provides guidance on recognising and reporting concerns
- Supports safe working practices in all parish council activities

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#### **3. Scope**

This policy applies to:

- All parish councillors
- The Clerk and all council employees
- Volunteers and contractors
- Anyone acting on behalf of the Parish Council

It covers all council activities, including events, meetings, facility use and dealings with members of the community.

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#### **4. Definitions**

- **Safeguarding:** protecting people's health, wellbeing and human rights; ensuring they live free from harm, abuse and neglect.

- **Child / Young Person:** anyone under 18 years of age.
- **Vulnerable Adult:** someone aged 18 or over who is or may be unable to take care of themselves, or protect themselves from harm or exploitation.

**Types of abuse** include physical, emotional, sexual, neglect, financial, discriminatory, bullying and online abuse.

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## 5. Responsibilities

- **The Parish Council**

The Parish Council will:

- Act as a corporate body in ensuring safeguarding is a priority
- Adopt this policy and review it annually
- Appoint a Safeguarding Leaders
- Ensure appropriate training and awareness for councillors and staff
- Ensure safe recruitment and DBS checks where appropriate

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- **Safeguarding Leaders**

Safeguarding Leaders Chair and Clerk

The Safeguarding Lead is responsible for:

- Receiving concerns
- Taking action in line with this policy
- Liaising with statutory agencies where necessary

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## 6. Safer Recruitment & Training

The Council will ensure that:

- Recruitment processes include appropriate checks (including Disclosure and Barring Service (DBS) checks) where relevant
- Training is made available to councillors, staff and volunteers as appropriate

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## 7. Safe Working Practices

Everyone covered by this policy must:

- Treat people with dignity, respect and courtesy
- Avoid behaviour that could be misinterpreted
- Respect personal boundaries

- Report concerns promptly

Good practice includes:

- Avoiding one-to-one situations where possible
- Ensuring activities are accessible and inclusive

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## 8. Reporting Procedures

If a child or vulnerable adult seeks help:

1. **Treat all allegations seriously** and act as if you believe what they are saying
2. **Reassure them they are not to blame.**
3. **Record the concern** — who, what, when, where, and any symptoms/indicators
4. **Report to the Safeguarding Leaders** immediately
5. Do **not** investigate or confront alleged abusers
6. **Do not promise confidentiality** — safety comes first

If a Safeguarding Leader is unavailable, report to the next appropriate person. If there is *immediate danger*, contact **999**.

**OR**

If you have concerns about the safety or welfare of a child or vulnerable adult:

7. **Record the concern** — who, what, when, where, and any symptoms/indicators
8. **Report to the Safeguarding Leaders** immediately
9. Do **not** investigate or confront alleged abusers
10. **Do not promise confidentiality** — safety comes first

If a Safeguarding Leader is unavailable, report to the next appropriate person. If there is *immediate danger*, contact **999**.

- contact the Single Point of Advice (SPOA) team:  
Phone: **01323 464222**  
Opening hours: Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm
- For out of hours enquiries please contact East Sussex County Council's Emergency Duty Service.  
Call the Emergency Duty Service out of hours from 5pm to 8.30am (after 4.30pm on Fridays) and during the weekends and bank holidays if you have a serious concern about a child's welfare that cannot wait until the following working day.  
**01273 335906** or **01273 335905**
- Police (non-emergency 101 or 999 if urgent)

*(Contact details should be included in your own version.)*

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## **9. Information Sharing & Confidentiality**

Relevant information will be shared on a **need-to-know basis** and handled in line with data protection law. Where there are concerns about harm, confidentiality should *not* be a barrier to sharing information with statutory agencies.

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## **10. Working With Others**

Where parish council facilities are hired or used by third parties:

- The hirer must have an appropriate safeguarding policy
- The council may require proof of DBS checks or safeguarding arrangements
- Risk assessments must include safeguarding considerations

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## **11. Review**

This policy will be reviewed at least annually or sooner if required by changes in legislation, guidance, or following a safeguarding incident.

**Date adopted:**

**Date for review:**