GISLINGHAM PARISH COUNCIL

SAFEGUARDING POLICY

This policy will enable Gislingham Parish Council to demonstrate its commitment to keeping safe both vulnerable adults, children and young people in the community.

Policy Statement

The policy is in place in order for Councillors to work to prevent abuse and know what to do should a concern arise. This will enable Gislingham Parish Council to:

- Promote good practice and work in a way that can prevent harm and abuse occurring.
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported.

Definitions

Child

Anyone who has not yet reached their 18th birthday – Children Act 1989

Adult at Risk

A person over the age of 18 who: - (a) has needs for care and support, (b) is experiencing, or is at risk of, abuse or neglect, and (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it – Care Act 2014 (section 42).

Related Policies

This policy will need to be read in conjunction with the following Parish Council policies: Equality and Diversity and Inclusion, Data Protection, Complaints Policy, and any others deemed appropriate.

Responsibilities of the Parish Council

- To accept the moral and legal responsibility to implement procedures, to provide a Duty of Care for children, young people and adults at risk of abuse, safeguard their wellbeing and protect them from abuse.
- To raise awareness of safeguarding to ensure that everyone can play their part in preventing, identifying and responding to abuse and neglect.
- To ensure that all Councillors, volunteers and any paid members of staff are familiar with the policy and any associated procedures.
- To work with other agencies within the framework of both the Local Safeguarding Children Board (LSCB) and Suffolk Safeguarding Partnership.
- To act within its Data Protection Policy the Council will usually gain permission from adults before sharing information about them with another agency. The safeguarding of a child or an adult at risk, or if a crime has been committed will override any need for consent.
- To make a safeguarding referral to Customer First (Social Services) as appropriate i.e. if there is an immediate danger or the child/adult is at risk of harm.
- To ensure that all new Councillors are provided with a copy of the Safeguarding Policy.
- To ensure all contractors/partners working directly with the Parish Council meet the safeguarding standards as expected by the Parish Council (a copy of the Safeguarding Policy must be given to any contractor/partner).
- To require all Councillors/volunteers and paid members of staff, to adopt and abide by this Safeguarding Policy, and to understand their responsibilities therein.
- To monitor and evaluate the policy annually or in the light of any changes to Government legislation and guidance.
- To ensure there is a designated lead person for safeguarding in the Parish Council.
- To ensure that the designated safeguarding lead undertakes the appropriate endorsed safeguarding children and safeguarding adults training for this role, and that they attend refresher training.
- To ensure as far as is reasonably practical that everyone is safe and secure in any facility or environment it provides or facilitates.
- DBS checks will be required if any Councillor, volunteer or paid member of staff is required to teach, train, instruct, care for or supervise children or provides advice, guidance to children and/or is carrying out health care, personal care, assisting with cash, bills or shopping or with affairs or transportation for any adult.
- To ensure records are kept of any referrals, and any notes, records or conversations concerning that referral are kept in the folder and that it is stored in a secure place with limited access to designated people.

Responding to Abuse or an Allegation

- Reassure the person concerned.
- Listen to what they are saying.
- Record what they are saying.
- Record what you have been told/witnessed as soon as possible.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Use the vulnerable adult's/child's words where possible.
- Do not promise to keep it a secret.
- Tell the child or vulnerable adult what you are going to do next to get help to keep him/her safe.
- Comply with the Council's Data Protection Policy.

Types of Abuse

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect. It is important to note that self-neglect is part of neglect.

Allegations Made Against A Councillor/Volunteer/Paid Member of Staff

This should be reported to the designated safeguarding lead. If appropriate, the designated safeguarding lead will consult with/make a referral to the LADO (Local Authority Designated Officer). The procedures for LADO referrals can be found on the Suffolk Safeguarding Partnership website.

http://www.suffolksp.org.uk

Making a Referral

Please dial 999 if the person is in immediate danger

For Concerns about a Child

Report it using Suffolk County Council's online Suffolk Children and Young People's Portal:
https://cypportal.suffolk.gov.uk/web/portal/pages/home

or telephone Customer First (Social Services) on 0808 800 4005

For Concerns about an Adult

Report it using Suffolk County Council's online Suffolk Adult Care Portal: https://www.suffolk.gov.uk/care-and-support-for-adults/how-social-care-can-help/suffolk-adult-care-portal/

or telephone Customer First (Social Services) on 0808 800 4005

For advice regarding a referral, professionals can contact the MASH Professional Consultation Line on 0345 606 1499

Signed: CFell **Chair**

Approved by Gislingham Parish Council on 15th June 2026

Date of next review June 2027