



Castlethorpe Parish Council

Safeguarding Policy

Adopted: 11th May 2026

1. Purpose

Castlethorpe Parish Council is committed to promoting the safety and welfare of **children, young people and vulnerable adults** who may come into contact with the Council through its services, activities, facilities, councillors, employees or volunteers.

This policy sets out the Council's approach to safeguarding and the procedure for reporting concerns.

2. Scope

This policy applies to:

- all councillors
- all employees
- volunteers acting on behalf of the Council
- all hirers and users of Castlethorpe Village Hall
- contractors working for or with the Council, where relevant

It applies where the Council:

- manages or provides services, events or activities
- owns or manages land, buildings or facilities used by the public
- works with partner organisations, hirers, community groups or residents
- becomes aware of a safeguarding concern in the course of its duties

3. Policy Statement

The Council recognises that:

- everyone has the right to be safe from harm, abuse, neglect and exploitation
- safeguarding is everybody's responsibility
- concerns must be taken seriously and acted upon promptly
- the Council's role is usually to **recognise, respond and refer**, not to investigate

The Council will:

- take all reasonable steps to reduce safeguarding risks in its activities
- respond appropriately to concerns or disclosures
- report concerns to the relevant safeguarding authority or emergency service where necessary
- treat all concerns seriously, sensitively and confidentially



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- review this policy regularly

4. Definitions

For the purposes of this policy:

Child / young person means anyone under the age of 18.

Adult at risk means an adult who has needs for care and support, is experiencing or at risk of abuse or neglect, and may be unable to protect themselves.

5. Roles and Responsibilities

Full Council

The Council is responsible for:

- adopting and reviewing this policy
- ensuring appropriate procedures are in place
- promoting a safe culture in council business and activities

Clerk

The Clerk will:

- act as the main point of contact for safeguarding concerns or if unavailable the Chair of the Parish Council
- keep a written record of concerns reported to the Council
- make referrals, where appropriate, to the relevant safeguarding agency
- ensure this policy is reviewed and updated

Councillors, staff and volunteers

All councillors, staff and volunteers must:

- be alert to signs of abuse, neglect or exploitation
- respond appropriately to disclosures
- report concerns promptly to the Clerk or, if necessary, directly to the relevant authority
- avoid acting outside their role or attempting to investigate

6. Recognising a Concern

A safeguarding concern may arise from:



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- something seen or heard
- a direct disclosure by a child or adult
- concerns about the behaviour of a councillor, employee, volunteer or contractor
- worrying patterns of neglect, abuse, coercion or exploitation

Possible concerns may include:

- physical abuse
- emotional abuse
- sexual abuse
- neglect
- financial abuse
- domestic abuse
- coercive or controlling behaviour
- modern slavery
- discriminatory abuse
- self-neglect

7. What to Do if a Concern is Raised

If a child or adult discloses abuse or raises a concern:

- stay calm
- listen carefully
- take what they say seriously
- do not promise confidentiality
- explain that the information may need to be passed on to keep them safe
- make a written note as soon as possible using their words where possible
- report the concern immediately to the Clerk or Chair as appropriate

Do **not**:

- question them in detail
- investigate the matter yourself
- contact the alleged perpetrator
- share the information unnecessarily



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8. Reporting Procedure

Where there is an immediate risk of harm or a crime may have been committed:

Call 999 immediately.

Non-emergency concerns should be reported without delay to the Clerk. The Clerk will consider whether the matter should be referred to:

- Children's Social Care
- Adult Social Care
- the Police
- the Local Authority Designated Officer (LADO), where allegations concern someone working with children
- another relevant body or employer

Local Contacts

Children's Safeguarding: 01908 253169 or out of hours 01908 265545

Adult Safeguarding: 01908 252835 or out of hours 01908 252055

Police non-emergency: 101

9. Concerns About Councillors, Staff or Volunteers

Any allegation or concern about the conduct of a councillor, employee, volunteer or contractor must be reported immediately to the Clerk, or to the Chair of the Parish Council if the concern relates to the Clerk.

The Council will:

- take the concern seriously
- protect the individual at risk
- seek advice from the appropriate safeguarding authority or Police
- follow relevant employment, disciplinary or code of conduct procedures as necessary

10. Confidentiality and Information Sharing

Information about safeguarding concerns will be shared only with those who need to know in order to protect a person at risk or comply with legal obligations.

The Council recognises that safeguarding concerns may justify sharing information promptly and appropriately.



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11. Record Keeping

A written record of all safeguarding concerns will be kept securely by the Clerk and will include:

- date and time of the concern
- name of the person reporting it
- details of what was seen, heard or disclosed
- actions taken
- whether the matter was referred and to whom

Records will be kept securely and in line with data protection requirements.

12. Recruitment, Training and DBS Checks

The Council will consider, where relevant:

- safer recruitment practices
- appropriate induction for staff and volunteers
- safeguarding awareness for councillors and staff
- whether any role is eligible for a DBS check

The Council recognises that **not all parish council roles are eligible for DBS checks**, and checks will only be sought where the role meets the legal criteria.

13. Hirers, Partners and Community Groups

The hirer shall indemnify Castlethorpe Parish Council against all claims, costs and expenses arising from any failure to comply with safeguarding obligations or from inadequate supervision during the period of hire.

All hirers are responsible for:

- safeguarding children and vulnerable adults during their period of hire
- provide adequate supervision at all times
- complying with this policy and the village hall hire agreement

Organised groups and regular hirers must:

- have their own safeguarding policy
- hold appropriate public liability insurance
- ensure staff/volunteers have suitable DBS checks if required to meet legal criteria
- provide copies of safeguarding documents to the Council upon request



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Private and one-off hirers must:

- be responsible for safeguarding and be aware that safeguarding rests solely with the hirer/parent/guardian
- ensure children and vulnerable adults are not left unattended at any time
- demonstrate safeguarding awareness of the council's policy

14. Photography, Filming and Social Media

- explicit consent from parents or guardians must be obtained before taking photographs or recordings of children or vulnerable adults. All images must be handled in accordance with GDPR and data protection legislation. The Council does not permit unauthorised photography of children or vulnerable adults.

15. Display and Communication

This safeguarding policy must be displayed in the village hall

16. Review

This policy will be reviewed annually, or sooner if there is:

- a change in legislation or guidance
- a safeguarding incident
- a change in Council services or responsibilities