



Newton and Biggin Parish Council

Safeguarding Policy 2025

Section 1

Policy statement

Everybody has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding those using Parish Council facilities. The Parish Council will review it annually.

Newton and Biggin Parish Council has a Designated Person who is responsible for Safeguarding and Child Protection, this is **Councillor Anne Davis** and in their absence the role will be undertaken by **Councillor Rick Crane**. The role of the Designated Person is to: Assume overall responsibility for safeguarding across the organisation.

Definitions

Children and young people

- Anyone under the age of 18

Vulnerable adults

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

To whom this policy applies

This policy applies to anyone working for, or on behalf of, the Parish Council, whether in paid, voluntary or commissioned capacity, for example to do a piece of work.

It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service where children, young people or vulnerable adults are present.

Section 2

Promoting a safe environment

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

- Provide safe facilities and complete regular safety assessments.
- Ensure that everyone involved with events and leading activities are aware of safeguarding expectations.
- Ensure that volunteers who have regular unsupervised contact with young people or vulnerable adults during their duties MUST undergo appropriate Disclosure and Barring Service checks (DBS) before commencement of such duties.
- Display in the Village Hall the relevant Safeguarding contacts for advice and help.

Expectations of behaviour

All users of Parish Council facilities, organisers of parish events and volunteers should:

- Ensure that communications, behaviour and interaction is appropriate and professional.



Newton and Biggin Parish Council

- 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 report any such instances of such behaviour to the relevant authority.

Hiring of facilities to groups for use with children, young people and vulnerable adults

The Parish Council will require the hirer to: -

- Ensure that the premises booking form is completed. This includes a requirement to confirm that those booking the premises have a suitable Safeguarding Policy and/or agree to work to the Parish Council's policy and guidance.
- Ensure group leaders make their members aware of the Parish Council policy and that it is followed whilst using parish facilities.
- Ensure group leaders have valid DBS checks as appropriate and know where the first aid boxes are and how to summon help from the emergency services.
- To complete risk assessments for individual activities if necessary.

Section 3

Safe working practice

All users of Parish Council facilities must always follow the policy and procedures. 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 within a mixed group.
- Ensure that photos or videos of individuals are not taken without written permission from parents/carers.
- Ensure they have access to the first aid kit and understand the fire procedures.

What should be a cause for concern

Staff and volunteers should be concerned by any action or inactions which significantly harms the physical and/or emotional wellbeing of a child or vulnerable adult. Abuse generally falls into five main categories:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect
5. Financial abuse/Manipulation

The Parish Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. The Parish Council confirm this safeguarding policy will be updated as and when legislative/best practice changes take place or at least annually.



Newton and Biggin Parish Council

Reporting incidents

All allegations of suspicion must be treated seriously and reported to the local authority designated officer responsible for safeguarding as soon as possible and logged accordingly.

Telephone number 01926 743433 or via lado@warwickshire.gov.co.uk.

Contact details

Emergency

If a child or vulnerable adult is in immediate danger you should contact the police on 999 or 101.

Warwickshire contact numbers

Warwickshire's Multi Agency Safeguarding Hub (MASH) should be contacted on 01926 414144 during office hours. Outside of these hours contact 01926 886922.

Coventry contact numbers

For concerns for a child or young person, contact the duty social worker (out of hours) 02476 832222. If there is no immediate danger or you need advice or information, you should call the Referral and Assessment Service on 02476 788555. Concerns relating to vulnerable adults should be made to adult safeguarding on 02476 833003.

Approved: May 2025

Minute Reference: NPC25/05/0096-VI

Review Date: May 2026



Newton and Biggin Parish Council

SAFEGUARDING CONTACTS

WHAT TO DO IF YOU'RE CONCERNED ABOUT A CHILD, YOUNG PERSON OR VULNERABLE ADULT'S WELFARE

Emergency

If a child or vulnerable adult is in immediate danger you should contact the police on **999** or **101**.

Warwickshire contact numbers

Warwickshire's Multi Agency Safeguarding Hub (MASH) should be contacted on **01926 414144** during office hours. Outside of these hours contact **01926 886922**.

Coventry contact numbers

For concerns for a child or young person, contact the duty social worker (out of hours) **02476 832222**. If there is no immediate danger or you need advice or information, you should call the Referral and Assessment Service on **02476 788555**. Concerns relating to vulnerable adults should be made to adult safeguarding on **02476 833003**.

Updated: May 2025