

Ickleton PC Policy: Child and Adults at Risk Safeguarding

Document name / title	Safeguarding Policy
Version number	v1.4
Status (draft, published or superseded)	Published
Distribution	Public
Author / owner	Clerk
Date of publication	November 2025
Document type (policy, standard, procedure, guide)	Policy
Security classification (confidential, internal, public)	Public

Introduction

Safeguarding is the action that is taken to promote the welfare of children, young people and vulnerable adults and protect them from harm.

Why is this important?

Everyone has the right to live in safety, free from abuse and neglect. The Parish Council has a duty to safeguard children, young people and vulnerable adults when using Parish Council facilities or otherwise engaged with the Parish Council.

Who does this policy apply to?

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted 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 to children, young people or vulnerable adults.

What principles define our policy?

- Anyone under the age of 18 years is considered to be a child
- The Care Act (2014) defines safeguarding as "protecting an adult's right to live in safety, free from abuse and neglect." Adult safeguarding duties apply to an adult who:
 - has needs for care and support (whether or not the local authority is meeting any of those needs) and
 - is experiencing, or at risk of, abuse and neglect and as a result of their care and support needs, is unable to protect themselves from the risk or experience of abuse and neglect.
- The welfare of children, young people and vulnerable adults is paramount
- All children, young people and vulnerable adults without exception, have the right to protection from abuse and for their rights, feelings and views to be respected
- Allegations of abuse will be taken seriously and responded to swiftly and appropriately

How do we apply these principles?

In line with these principles the Parish Council will strive to:

- Provide a healthy and safe environment for all activities, where children, young people and vulnerable adults and adults at risk feel safe and secure;
- Promote the general welfare, health and full development of children, young people and vulnerable adults during activities on Council premises;
- Promote and implement appropriate procedures to safeguard the well-being of children, young people and vulnerable adults and protect them from abuse;
- Respect the rights, wishes and feelings of children, young people and vulnerable adults and ensure that they are listened to;
- Ensure that any allegations made do not go unchallenged, and that allegations and suspicions are investigated, recorded and acted upon promptly;
- Ensure, to the best of its ability, that Councillors, staff and volunteers are well informed, maintain high standards and observe best practice;
- Ensure that all new Councillors/employees/volunteers who will work with, or have regular unsupervised contact with, children, young people and vulnerable adults in the course of their work activities are made aware that they may be required, where appropriate, to be subject to checks under the appropriate Disclosure and Barring Service checks;
- Ensure that all new Councillors/employees/volunteers where appropriate are provided with training and a copy of this policy to confirm that they understand it and will abide by it;
- Ensure that procedures are put in place to enable the aims of the Parish Council to be met and to initiate appropriate action should any allegation of improper conduct be made;

- Ensure that all hirers using Council facilities that provide activities or services for children, young people and vulnerable adults, other than for private hire for family and friends, will be asked to produce a child protection policy or adopt the Parish Council's policy.

Safe working practice

All users of Parish Facilities must follow the safeguarding children, young people and vulnerable adults policy and 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 an enhanced 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 parents/ carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the lead person/ supervisor or the most senior staff member available.
- If the allegation made to a member of staff concerns the lead person/ supervisor the recipient of the allegation will immediately inform the person's line manager or the Chair of the Parish Council.
- The Parish Council should follow the Cambridgeshire Safeguarding Children Partnership procedures for managing allegations against staff/volunteers found on the website

www.safeguardingcambspeterborough.org.uk. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

Whistleblowing

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the Local Authority Designated Officer:

Email: LADO@cambridgeshire.gov.uk

Professionals

Telephone: 01223 727 967 (Monday to Friday during office opening hours)

Telephone: 01733 234 724 (Emergency Duty Team - out of hours queries)

Members of the public

Telephone: 0345 045 5203 (Monday to Friday 9am – 5pm)

Telephone 01733 234 724 (Emergency Duty team – out of hours queries)

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

Version History

The version history panel provides a history of the changes made to the document from the initial draft to the current version.

Version	Changes made	Date	Made by
1.0	First release	18 January 2017	Clerk
1.1	Reviewed	18 August 2021	Leanne Smith (Clerk)
1.2	Updated with new template	23 August 2023	Steve Heaney
1.3	Reviewed at meeting	21 February 2024	Full Council
1.4	Policy rewording to reflect current guidance	10 November 2025	Clerk
1.4	Adopted for publication November 25 meeting	19 November 2025	Full Council