



HIGHCLERE PARISH COUNCIL

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

General Statement

In the interests of protecting children and young people and the welfare and protection of vulnerable adults, Highclere Parish Council is committed to ensuring that children and vulnerable adults¹ are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council. Safeguarding children and vulnerable adults is everyone's responsibility.

Policy Objectives

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to children and vulnerable adults.
- To promote the general welfare and health of vulnerable adults and children by being aware of protection and well-being matters
- To be able to respond to protection and wellbeing matters, where appropriate, as a local government organisation.
- To record and respond to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As Highclere Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects any children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Implementation

- All hirers of Council facilities will be made aware of Highclere Parish Council's Safeguarding Children and Vulnerable Adults Policy at the time of booking.
- Regular hirers of Highclere Parish Council facilities will be required to produce evidence at the time of booking the Council facilities, of their own Safeguarding Children and Vulnerable Adults Policy if the purpose of the hire, use or activity is for children or vulnerable adults.
- Hire agreements will be reviewed annually.
- Current hirers who do not have their own Safeguarding Children and Vulnerable Adults Policy will have a period of twelve weeks to provide Highclere Parish Council with a copy of their policy.
- The Parish Council will require the name and contact details of the lead organiser for the hiring.
- The lead organiser for such regular hiring will be required to confirm that they, and all relevant staff members / volunteers, are in possession of a valid DBS check, where necessary.

¹ a vulnerable adult is a patient who is or may be for any reason unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

- Should the lead organiser for regular hiring change, confirmation of possession of a valid DBS check will be required by signing a new hire agreement.
- Failure to comply with these requirements may result in the hirer or user being refused permission to use Highclere Parish Council facilities.

What to do if you have concerns

All staff, volunteers and members of the Council have a responsibility to report concerns to the Clerk and/or the Chair of the Council, who will refer the matter to the Police or Hampshire County Council Children's Services or Adult Services, as the appropriate authority. You should note what you have observed or been told using the words of the individual who has raised the issue.

The contact details are shown at the foot of this policy.

You can also make a referral online using the:

§ [Childrens Services safeguarding referral form](#)

§ [Adult Services safeguarding referral form](#)

If a referral is made, record the information that has been provided, store it securely and send it to the Parish Clerk via email: parish.clerk@highclerepc.uk for records.

Monitoring and Review

Highclere Parish Council will establish appropriate monitoring systems to assist the effective implementation of the Safeguarding Children and Vulnerable Adults Policy.

This policy will be reviewed annually or when new legislation or guidance is issued.

This Policy was approved by Highclere Parish Council on 09 May 2023.

USEFUL CONTACTS

Hampshire County Council:

Children's Services

Adult Services

Out of Hours Service

Tel 0300 555 1384

Tel 0300 555 1386

Tel 0300 555 1373

Hampshire Constabulary:

In an EMERGENCY 999

Non-Emergency 101