



Buckden Parish Council Safeguarding Policy and Procedure

Introduction

Buckden Parish Council makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

This policy and accompanying procedure seek to ensure that Buckden Parish Council undertakes its responsibilities with regard to protection of children or Adults at risk and responds to concerns appropriately. The policy establishes a framework to support staff and Councillors in their practices and clarifies the organisation's expectations.

The welfare of the child or adults at risk of abuse or neglect is paramount and is the responsibility of everyone. All children and adults at risk of abuse or neglect, without exception, have the right to protection from abuse, whether physical, verbal, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children or adults at risk of abuse or neglect will not be permitted or tolerated.

Buckden Parish Council has a duty to safeguard children and adults at risk of abuse or neglect, and those who may come into contact with vulnerable people.

Definitions

Safeguarding

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children or Adults at Risk wherever possible. Child and adult protection is about responding swiftly to concerns as they are identified and taking the correct action to report and record. Abusive acts are acts of oppression and injustice, exploitation and manipulation of power. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

Child Abuse

Child abuse is when a child is intentionally harmed by an adult or another child – it can be over a period of time but can also be a one off action. It can be physical, sexual or emotional and it can happen in person or on line.

Adult at risk of abuse or neglect

An adult at risk of abuse or neglect is defined as a person who: "may be in need of services by reason of mental or other disability, age or illness: and who may not be able to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation." This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Types of child abuse include:

- Physical abuse
- Domestic abuse
- Emotional abuse
- Sexual abuse
- Grooming
- Child Sexual Exploitation
- Child Trafficking
- Neglect
- Female Genital Mutilation
- Bullying
- Online Abuse

Types of adult abuse, informed by the Care Act 2014, include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect and acts of omission
- Financial abuse
- Discriminatory abuse
- Institutional abuse

Policy Statement

All suspicions or allegations of abuse against a child or adults at risk of abuse or neglect will be taken seriously and dealt with speedily and appropriately. The Parish Clerks are the Designated Safeguarding Leads to whom suspicions or concerns should be reported. This person has the responsibility for reporting concerns that arise, as a matter of urgency, to the Local Authority Child Protection agency.

Responsibilities

All staff and Councillors have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff and Councillors to promote good practice by being excellent role models, contribute to discussions about safeguarding and to positively involve people in developing safe practices

The Designated Safeguarding Leads are the Clerks to the Council. These persons responsibilities are to monitor, report actual or alleged incidents of abuse to the Local Authority or police, and to raise any concerns with the Chairman of the Council or other designated Councillors and support the reporters.



Councillors trained in Safeguarding will act as a point of contact for the Designated Safeguarding Leads. Safeguarding referrals will be reported to full Council, but no details will be given.

Safer recruitment

Buckden Parish Council ensures safe recruitment through the following process:
Ensuring that all job descriptions contain reference to the safeguarding of Children and Adults at risk and to this Policy.

General Points

The Parish Council does not supervise children or adults at risk of abuse or neglect as part of their function within the Parish. DBS checks are not required by them unless they are to have unsupervised access to children or adults at risk of abuse or neglect. Should DBS checks become necessary they will be undertaken in compliance with the Protection of Children Act [1999], The Children's Act [2004], part V of the Police Act [1997], the Working Together to Safeguard Children 2015 and the Care Act 2014.

When the Parish Council organise events to include children – it is always stated that children must be accompanied by parents or guardians.

This policy will be reviewed on an annual basis or when changes occur in National Legislation or Procedures. New Councillors will be provided with an understanding of their responsibilities in line with this policy.

Any volunteers working for the Parish Council and having unsupervised access to children or adults at risk of abuse or neglect users may also be required to undergo these procedures.

Consent should be obtained for photography.

Induction and Training

Buckden Parish Council commits resources for induction, training of staff and Councillors and support mechanisms in relation to Safeguarding

Induction of new staff or Councillors will include discussion of the Policy and procedure and confirmation of understanding, together with discussion of other policies and ensuring familiarity with reporting systems.

Training

All staff who, through their role, are in contact with children and /or Adults at Risk will have access to safeguarding training at an appropriate level. Sources and types of training will include safer recruitment and understanding child protection and the protection of vulnerable adults. The Chair and Vice Chair and

one other Councillor will undertake Safeguarding training and where practical whole Council training will be provided.

Support

We recognise that involvement in situations where there is risk of or actual harm can be stressful for staff and Councillors concerned. The mechanisms in place to support those involved include debriefing support and follow-up support as necessary.

Procedures

Guidelines for responding to abuse or suspicion of abuse – some DO's and DON'T's

DO

- Do treat any allegations extremely seriously and act at all times towards the child/adult at risk as if you believe what they are saying.
- Do tell the child/adult at risk they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child/adult at risk what you are doing and when and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – tell the Designated Safeguarding Leads immediately.
- Do write down everything said and what was done
- Do seek medical attention if necessary.
- Do inform parents/carers unless there is suspicion of their involvement. DON'T
- Don't make promises you can't keep.
- Don't interrogate the child/adult at risk – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this.
- Don't cast doubt on what you are being told, don't interrupt or change the subject.
- Don't say anything that makes the child/adult at risk feel responsible for the abuse.
- Don't Do Nothing – make sure you tell the Designated Safeguarding Leads immediately – they will know how to follow this up and where to go for further advice.

Reporting Concerns

Buckden Parish Council recognises its duty to report concerns or allegations against its staff or Councillors within the organisation or by a professional from another organisation. Or any concerns raised by residents with staff or Councillors



Buckden Parish Council recognises its legal duty to report any concerns about unsafe practice by any of its staff or Councillors to the Local Authority and/or police if necessary.

The process outlined below details the process to be followed in raising and reporting safeguarding concerns

If concern is raised with or by a Councillor or member of staff

- 1 Seek medical attention for the vulnerable person if needed and where immediate risk of harm exists contact the police.
- 2 Communicate your concerns to the Parish Clerks as Designated Safeguarding Leads or if the issue relates to the Clerks, then inform the one of the nominated Councillors

If concern is raised with or by the Parish Clerk/s

- 1 Seek medical attention for the vulnerable person if needed and where immediate risk of harm exists contact the police.
- 2 Liaise with one of the designated Councillors

In either case where there are concerns about significant harm to a child or adult at risk an immediate referral should be made by the Safeguarding lead to the relevant authority (See Reporting Concerns). The information that should be included in any referral is:

- Name, gender and approximate age of the person at risk;
- Details of the **concern**
- Person who raised the concern – e.g. friend, neighbour, member of staff
- Location of abuse
- Type of abuse suspected and details of events;

Following the referral the Designated Safeguarding Leads will ensure that feedback from the Local Authority is received, and their response recorded.

Reporting Concerns

Child safeguarding

The Designated Safeguarding Leads will refer concerns about children to the Multi Agency Hub

Email: https://cambridgeshire-self.achieveservice.com/service/Childrens_Services_online_referral_form

Telephone 01733 234 724

Adult safeguarding

Telephone 0345 045 5202 9am to 6pm weekdays, 9am to 1pm Saturday

Email: referral.centre-adults@cambridgeshire.gov.uk

Outside office hours

If someone is in danger and unable to protect themselves, or cannot remain in the community without immediate intervention, telephone: [01733 234 724](tel:01733 234 724). In an emergency call 999

Managing Information

Information will be gathered, recorded and stored in accordance with the Data Protection Policy.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and adults at risk. The public interest in safeguarding children and adults at risk may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the Designated Safeguarding Leads

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets

Monitoring Policy and Procedure

The organisation will monitor the following Safeguarding Standards

- Safe recruitment practices
- References applied for new staff (2)
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Designated Safeguarding Leads is in place and trained.
- Designated Councillors with responsibility for safeguarding in place

Communicating and reviewing the Policy and Procedure

Buckden Parish Council will make clients aware of the Safeguarding Policy through the following means :
The Council's website



This policy will be reviewed by the Compliance Advisory Group and the Clerks to the Council every 3 years or when there are changes in legislation.

Confirmation that newly appointed Staff and Councillors have read and understood the Council's Safeguarding procedures

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Buckden Parish Council.

Please complete the details below and return this completed form to the Clerks to the Council.

Name :

Signature:

Date:

Buckden Parish Council Safeguarding Procedures Guidelines for responding to abuse or suspicion of abuse – some DO's and DON'Ts

- Do treat any allegations extremely seriously and act at all times towards the child/adult at risk on the basis that you believe what they are saying.
- Do tell the child/adult at risk they have done the right thing in telling you where they are disclosing to you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child/adult at risk what you are going to do next and what they can expect to happen.
- Do take further action – you may be the only person in a position to prevent future abuse – tell the Designated Safeguarding Leads immediately and always within one hour.
- Do write down everything said, distinguishing fact from opinion, and what was done
- Do seek medical attention if that appears to be immediately necessary.
- Do inform parents/carers **unless there is suspicion of their involvement.**
- Don't make promises you can't keep.
- Don't interrogate the child/adult at risk – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this and have the legal duty to do it.
- Don't cast doubt on what you are being told, don't interrupt or change the subject.
- Don't say anything that makes the child/adult at risk feel responsible for the abuse.
- **Don't Do Nothing** – make sure you tell the Designated Safeguarding Leads immediately – they will know how to follow this up and where to go for further advice. **Reporting Concerns** Buckden Parish Council recognises its duty to report concerns or allegations against its staff or Councillors within the organisation or by a professional from another organisation, or any concerns raised by residents with staff or Councillors Buckden Parish Council recognises its legal duty to report any concerns about unsafe practice by any of its staff or Councillors to the Local Authority and/or police if necessary and to take the guidance of the proper authority. Concerns should be raised with the Parish Clerks as the Designated Safeguarding Leads (DSL). If the concern is about the Parish Clerk/s



then the concern should be reported to Chair of the Parish Council or one of the designated Councillors. The DSL or designated Councillor has the responsibility for recording and reporting concerns that arise, as a matter of urgency, to the Local Authority Child Protection service or to the Adult Safeguarding service.

Buckden Parish Council Designated Councillors:

Chair

Vice Chair

See website for current post holders

The process outlined below details the process to be followed in Buckden Parish Council in raising and reporting safeguarding concerns

If concern is raised with or by a Councillor or member of staff

11.1 Seek medical attention for the child or vulnerable person if needed.

11.2 Where immediate risk of harm exists **contact the police**.

11.3 Communicate your concerns to the Parish Clerks as Designated Safeguarding Leads or if the issue relates to the Clerk/s then inform one of the nominated Councillors immediately.

11.4 Complete a Record of Concern

If a concern is raised with or by the Parish Clerk/s

1 Seek medical attention for the child or vulnerable person if needed urgently and where immediate risk of harm exists contact the police.

2 Liaise with one of the Designated Councillors without delay.

3 Complete a Record of Concern Form

In either case where there are concerns about significant harm to a child or adult at risk an immediate referral should be made by the Safeguarding lead to the relevant authority. (See Reporting Concerns)

The information that should be included in any referral is:

- Name gender and approximate age of the child or adult at risk
- Their address where known

- Details of the **concern**
 - Name and if available address and contact number of the person(s) who raised the concern – e.g. friend, neighbour, member of staff
 - Location of abuse
 - Type of abuse suspected and details of events;
 - Following the referral and recording of the concern the Designated Safeguarding Leads will ensure that feedback from the Local Authority is received and their response recorded.
- **Reporting Concerns**

- **Child safeguarding**

The Designated Safeguarding Leads will refer concerns about children to the Multi Agency Hub

Email: [https://cambridgeshire-self.achieveservice.com/service/Childrens Services online referral form](https://cambridgeshire-self.achieveservice.com/service/Childrens_Services_online_referral_form)

- Telephone 01733 234 724

- **Adult safeguarding**

Telephone 0345 045 5202 9am to 6pm weekdays, 9am to 1pm Saturday

Email: referral.centre-adults@cambridgeshire.gov.uk

Outside office hours If someone is in danger and unable to protect themselves, or cannot remain in the community without immediate intervention, telephone: [01733 234 724](tel:01733234724). In an emergency call

999

Managing Information

Information will be gathered, recorded and stored in accordance with the Data Protection Policy and the GDPR.

All staff and Councillors must be aware that they have a professional duty to share information with other agencies in order to safeguard children and adults at risk.

The public interest in safeguarding children and adults at risk may override confidentiality interests. However, information will be shared **on a need to know basis only**, as judged by the Designated Safeguarding Leads

All staff and Councillors must be aware that they cannot promise service users or their families/ carers that they will keep secrets. The keeping of such secrets has been demonstrated to expose other children or adults at risk to continuing harm.

Confirmation that newly appointed Staff and Councillors have read and understood the Council's Safeguarding Policy and procedures

I confirm that I have been made fully aware of, and that I understand the contents of, the Safeguarding Policy and Procedures for Buckden Parish Council.

Please complete the details below and return this completed form to the Clerks to the Council.

Name Signature Date

Safeguarding Policy and Procedure Version Control Record

V1	May 2020	CAGs AG and the Clerk	Adopted
V2	May 2021	Clerk and CAGs chair	Reviewed
V3	July 2023	Clerk and CAG chair	Reviewed
V4	August 2025	Clerk and CAG Chair	Reviewed and revised