

SMITH'S WOOD PARISH COUNCIL – SAFEGUARDING POLICY

Definitions

“Applicable Person(s)” means councillors, anyone working for or on behalf of the Council whether in a paid, voluntary or commissioned capacity, and any individual using the Council’s facilities.

“Children” means anyone under the age of 18 years.

“Relevant Group(s)” means Children and/or Young People and/or Vulnerable Adults.

“Vulnerable Adult(s)” means anyone over the age of 18 years who is:

- Unable to care for themselves; or
- Unable to protect themselves from significant harm or exploitation; or
- May be in need of community care services.

“Young People” means anyone under the age of 18 years.

Introduction

1. This Safeguarding Policy (the “Policy”) has been developed in conjunction with Warwickshire County Council and the Warwickshire & West Midlands Association of Local Councils.
2. Everyone has a duty to safeguard the Relevant Groups. This Policy outlines the Council’s commitment to promote the safety of the Relevant Groups when using the Council’s facilities.
3. This Policy will be reviewed regularly.
4. This Policy applies to all Applicable Persons.

Promoting a safe environment

5. In order to promote a safe environment for the Relevant Groups, the Council wishes to promote a safeguarding culture in its premises and activity areas. In order to achieve this, the Council will:
 - a. provide safe facilities and undertake regular safety assessments;
 - b. ensure that Applicable Persons are aware of safeguarding expectations;
 - c. ensure that the policy for users of Council facilities includes a requirement that they are safe to work with the Relevant Groups if appropriate; and
 - d. make available on public noticeboards and to all Applicable Persons relevant safeguarding contact details (see **Appendix A**)
6. the Council will require leaders of clubs and organisations using the Council's facilities to:
 - a. have a sustainable safeguarding Children, Young People and Vulnerable Adults policy;
 - b. ensure leaders make their members aware of the Council's Policy and ensure that it is followed at all times whilst using the Council's facilities;

- c. ensure safe recruitment so that any adults working with the Relevant Groups have had a DBS check completed;
 - d. ensure any adults working with the Relevant Groups have access to appropriate training and a safeguarding lead who can offer advice;
 - e. ensure any adults working with the Relevant Groups know where the first aid box is; and
 - f. ensure that risk assessments are carried out for activities where appropriate.
7. Applicable Persons have a duty of care to protect the Relevant Groups and report any safeguarding concerns to the relevant authority (see **Appendix A**). Applicable Persons are not responsible for deciding whether abuse is taking place.
 8. Applicable Persons should be concerned by any behaviour, action or inaction which is currently significantly harming, or has the potential to significantly harm, the physical and/or emotional development of a Child, Young Person or Vulnerable Adult. Abuse falls into five main categories:
 - a. Physical Abuse;
 - b. Emotional Abuse;
 - c. Sexual Abuse;
 - d. Financial Abuse; and
 - e. Neglect.
 9. Applicable Persons must also be aware that there are many other forms of abuse, such as Child Exploitation (Sexual Abuse and/or County Lines), Female Genital Mutilation and Domestic Abuse.
 10. Applicable Persons who engage with the Relevant Groups should access appropriate safeguarding training.
 11. If Applicable Persons have any safeguarding concerns, then they must contact the relevant authorities as soon as possible (see **Appendix A**).

Whistleblowing

12. The Council recognises that the Relevant Groups cannot be expected to raise concerns in an environment where Applicable Persons fail to do so. Therefore, Whistleblowing procedures apply and concerns need to be raised.
13. Applicable Persons should take care not to place themselves in a vulnerable position with the Relevant Groups. It is advisable for any work by Applicable Persons with Relevant Groups to be conducted in view of other adults.
14. Applicable Persons should be aware of their duty to raise concerns about the attitude or actions of an Applicable Person, at which point appropriate advice should be obtained from the relevant authorities as soon as possible (see **Appendix A**).
15. No attempt should be made to investigate or take action before consulting the relevant authorities.

Date for review: May 2026

Signed: *Shenda Harvey*

Date: 10th June 2025

Appendix A

[add local safeguarding teams contact details in the table below. Examples for Warwickshire are given below].

Contact	Email	Telephone
Children and Families Front Door (significant harm/risk to children)	triagehub@warwickshire.gov.uk	01926 414144 (opt 3)
Police	Warwickshire police website	101 – if emergency 999
LADO (Managing allegations against persons in position of trust)	lado@warwickshire.gov.uk	01926 742689

Local Safeguarding Partnership Safeguarding Procedures: [add here a web link to your local safeguarding partnership safeguarding procedures]

Creators Note: this is by no means an exhaustive Safeguarding Policy, and can be amended and/or added to depending on the requirements of your Council.