

Rumburgh Parish Council

SAFEGUARDING POLICY

1 ABOUT THIS POLICY

1.1 Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Rumburgh Parish Council ('the Council') facilities.

1.2 This policy applies to anyone working for or on behalf of the Council whether in a paid, voluntary or commissioned capacity (for example, contracted to do a piece of work). It also applies to any individual or group using any Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

1.3 The Council shall ensure that all users fully understand its obligations and will review this policy regularly.

2 DEFINITIONS

2.1 Children and young people: Anyone under the age of 18 years.

2.2 Vulnerable Adult: Anyone over 18 who is:

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

3 PROMOTING A SAFE ENVIRONMENT

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

- Provide safe facilities and perform regular safety assessments.
- Ensure that employees, councillors and leaders of activities in or on parish facilities are aware of safeguarding expectations as set out in this policy.
- Ensure that groups and organisations seeking permission to use Council facilities are made aware of safeguarding expectations as set out in this policy.

4 REQUIREMENTS FOR GROUP USING PARISH FACILITIES

4.1 The Council will require that groups who use Council facilities:

- Maintain public liability insurance.
- Conduct risk assessments for individual activities.

5 SAFE WORKING PRACTICE

5.1 All users of Council facilities must follow the safeguarding children, young people and vulnerable adult's 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 a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present, or at least within 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 (children under 8 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 or first aid, this is carried out in pairs or, in the case of first aid, 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.

6 EXPECTATIONS OF BEHAVIOUR

6.1 All users of Council facilities should:

- Ensure that communications, behaviour and interaction with users are appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism or bullying, and report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers, as appropriate.

7 ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

7.1 All staff, Councillors and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.

7.2 If an allegation is made against a member of staff, Councillor or volunteer, the person receiving the allegation will immediately inform the Safeguarding Lead / Parish Clerk of the Council.

7.3 The Council will follow the **Suffolk Safeguarding Partnership** procedures for managing allegations against staff/volunteers. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO).

8 WHISTLEBLOWING & CAUSE FOR CONCERN

8.1 All staff, Councillors 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 LADO or Customer First Safeguarding Team.

8.2 Staff, Councillors and volunteers should be concerned by any action or inaction which significantly harms the physical and/or emotional development of a child or vulnerable adult.

Abuse falls into four main categories and can include child sexual exploitation (CSE) and female genital mutilation (FGM):

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

8.3 All staff, Councillors and volunteers coming into contact with children or vulnerable adults need to have an awareness of safeguarding. Guidance, multi-agency procedures and safeguarding training resources can be accessed via the Suffolk Safeguarding Partnership website.

Suffolk Safeguarding Partnership

9 USEFUL SAFEGUARDING CONTACT DETAILS (SUFFOLK)

Service	Contact Details
Suffolk Children & Adult Safeguarding (Customer First)	Telephone: 0808 800 4005 (<i>Freephone, 24/7</i>) Website: suffolk.gov.uk
Local Authority Designated Officer (LADO) (<i>Allegations in positions of trust</i>)	Telephone: 01473 260370 Email: LADO@suffolk.gov.uk
Suffolk Safeguarding Partnership (SSP) (<i>Guidance & training</i>)	Website: suffolksafeguardingpartnership.org.uk
Emergency Services	Call 999 if a child or vulnerable adult is in immediate danger.

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