



SAFEGUARDING POLICY

SECTION 1

Policy Statement

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using parish council facilities.

The Bugbrooke Parish Council will review this policy annually.

Definitions

Children and young people:

- Anyone under the age of 18 years

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

To whom this policy applies

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 anyone using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

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

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in the parish or in/on parish facilities, are aware of the safeguarding expectations.

- There is currently no situation where the clerk or councillors would have unsupervised contact with children, young people or vulnerable adults during the course of their duties but if this would change then they **MUST** undergo appropriate Disclosure and Barring Service (“DBS”) checks **BEFORE** commencement of such duties.

Expectations of behaviour

All users of parish council facilities, organisers of parish events and volunteers should:

- Ensure that communications, behaviour and interaction is appropriate and professional.
- Treat each other with respect and show consideration for other groups using the Parish Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Parish Council, Parish Clerk or parents/carers, as appropriate.

SECTION 3

Safe working practice

All users of Parish Facilities must follow the policy and procedures at all times.

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 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.
- Where appropriate registers are complete, and attendees are marked in and signed out (under 8's must be collected by a parent/carer). Bugbrooke Parish Council is currently not involved in any activities where children would not be under the supervision of a guardian.
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit, phone and know fire procedures.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

SECTION 4

Any concerns for welfare of a child, young person or vulnerable adult should be reported via the West Northamptonshire Council website or by calling **0300 126 7000 if urgent**:

https://northamptonshire-self.achieveservice.com/service/Complete_an_adult_safeguarding_notification_WNC#_ga=2.45238308.1087721620.1675170489-1553081772.1645439861

Signed: _____

Chair to Bugbrooke Parish Council

Adopted: 11th May 2026