STILTON PARISH COUNCIL

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Safeguarding Policy

Policy Statement

Stilton Parish Council is committed to promoting the welfare of children, young people, and adults at risk. The Council recognises its responsibility to safeguard and protect those who may be vulnerable from abuse, neglect, exploitation, or harm.

This may be applicable to contact with children and adults at risk through council services, events, meetings, the playing field, community facilities such as the Stilton Pavilion and Parish Rooms, and other interactions with members of the public.

The Council will:

- Take all reasonable steps to protect children and adults at risk.
- Ensure safeguarding concerns are taken seriously.
- Work with statutory agencies where appropriate.
- Promote a culture of safeguarding and respect.
- Follow relevant legislation and recognised good practice.

Scope

This policy applies to:

- Parish councillors
- Employees
- Volunteers
- Contractors working on behalf of the Council
- Anyone representing the Council during official activities

Definition

A child is anyone under the age of 18.

An adult at Risk is a person aged 18 or over who:

- has needs for care and support; and
- is experiencing, or is at risk of, abuse or neglect; and
- is unable to protect themselves because of those care and support needs.

Types of Abuse

Abuse may include, but is not limited to:

Children

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child criminal exploitation
- Child sexual exploitation
- Domestic abuse
- Online abuse
- Bullying
- Grooming

Adults

- Physical abuse
- Domestic abuse
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect or acts of omission
- Self-neglect

Responsibilities

Full Council

The Council will:

- Adopt and review this policy annually.
- Promote safeguarding awareness.
- Support the Safeguarding Lead.
- Ensure appropriate procedures are followed.

Parish Clerk

The Clerk has been appointed as the Council's Designated Safeguarding Lead.
Responsibilities include:

- Receiving safeguarding concerns.
- Maintaining confidential records.
- Making referrals where appropriate.
- Liaising with statutory agencies.
- Advising councillors and staff.

Councillors, Employees and Volunteers

Everyone representing the Council must:

- Treat everyone with dignity and respect.
- Remain alert to safeguarding concerns.
- Report concerns immediately.
- Maintain appropriate professional boundaries.
- Never promise confidentiality where safeguarding concerns exist.

Reporting a Concern

If anyone believes that a child or adult is at immediate risk of serious harm:

- ✓ Call 999 immediately.
- ✓ Inform the Designated Safeguarding Lead as soon as it is safe to do so

For non-emergency concerns:

1. Record what has been seen, heard or disclosed.
2. Report the concern immediately to the Designated Safeguarding Lead.
3. Do not investigate the matter yourself.
4. Maintain confidentiality.
5. Cooperate with any investigation undertaken by statutory agencies.

Recording Concerns

Any safeguarding concern should be recorded as soon as possible, including:

- Date and time
- Name of the individual (if known)
- Nature of the concern
- Exact words used where possible
- Actions taken
- Name of the person making the report

Records should be kept securely and only shared with those who need to know.

Confidentiality

Information relating to safeguarding concerns will only be shared where necessary to protect an individual or where required by law.

The Council will handle personal information in accordance with applicable data protection legislation.

Recruitment

Where the Council recruits employees or volunteers who work with children or adults at risk, it will:

- Follow safe recruitment practices.
- Obtain appropriate references where applicable.
- Carry out Disclosure and Barring Service (DBS) checks where the role is eligible.
- Provide safeguarding information during induction.

Council Events

Where Council events involve children or adults at risk, organisers should:

- Carry out appropriate risk assessments.
- Ensure suitable supervision.
- Have clear emergency procedures.
- Identify responsible adults.
- Know how to report safeguarding concerns.

Allegations Against Councillors, Employees or Volunteers

Any allegation that a councillor, employee or volunteer has harmed, or may pose a risk to, a child or adult at risk must be reported immediately to the Designated Safeguarding Lead.

Where appropriate, referrals will be made to:

- Children's Social Care
- Adult Social Care
- Police
- Relevant regulatory or professional bodies

No one should attempt to investigate allegations themselves.

Training

The Council will ensure that:

- Councillors receive basic safeguarding awareness appropriate to their role.
- Employees receive suitable safeguarding information during induction.
- The Designated Safeguarding Lead receives additional safeguarding training and keeps knowledge up to date.
- Following any safeguarding incident or learning review.

Useful Contacts

Emergency

- Police, Fire or Ambulance: 999

Non-emergency Police

- 101

Local Authority Family Support and Safeguarding Services

- Cambridgeshire County Council, Samantha Howlett, Head of Services

NSPCC Helpline

- 0808 800 5000

Equality Statement

The Council is committed to ensuring safeguarding arrangements are applied fairly and without discrimination, recognising the diversity of the community and promoting equality of opportunity for all.

Policy Review

Reviewed/Adopted: 08/09/2026 (agenda item PC204/26)
Next review date: May 2027
Responsible Officer, Parish Clerk.