

ELMSTEAD PARISH COUNCIL

Safeguarding Policy – Adopted 7th December 2023, Reviewed 5th March 2026

Elmstead Parish Council is committed to ensuring that children and vulnerable adults (referred to as vulnerable people throughout this document) are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

Aims:

The aim of this policy document is to guide members, officers, volunteers and other associates acting for or with Elmstead Parish Council (referred to as representatives throughout this document) should any safeguarding issue arise during their work.

Objective:

To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to vulnerable people.

To promote the general welfare, health, and development of vulnerable people by being aware of safeguarding issues and to be able to respond where appropriate as a local government organisation.

To set out procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.

Responsibilities & Procedures:

For each relevant event, facility or activity (see appendix 1) someone will be allocated the role of Safeguarding Officer, and their responsibilities will include:

Ensuring that before any Parish Council organised event with vulnerable people, the Safeguarding Officer briefs participants appropriately.

Ensuring that representatives are aware of the risk they may face in certain circumstances whilst carrying out their duties.

Ensuring that when any representatives are possibly going to be involved with children during the performance of their duties, they are mindful of the risk they face.

All new representatives are to be provided with a copy of the safeguarding policy and are required to acknowledge they will abide by it.

Representatives will adhere to the 'List of Recommended Behaviour' namely:

- A minimum of two adults to be present when supervising vulnerable people
- Not to play physical contact games
- To wear appropriate clothing at all times
- Ensure that accidents are recorded in an accident book
- Never to do anything of a personal nature for a vulnerable person
- Keep records in an incident book of any allegations a vulnerable person may make to any representative

If there is an abuse incident, it should be immediately reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled appropriately and may refer the matter to the Police or Essex County Council Children's Services or Adult Services, as the appropriate authority. Any incidents to be reported to Elmstead Parish Council for any action as appropriate and future risk assessment.

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Appendix 1

Event	Safeguarding Officer	Duration
The Wednesday hub	Cllr Liz Richfield	Ongoing weekly.
The Christmas Event	Cllr Amanda Brennan	Annually in December