

WIGGENHALL ST GERMANS PARISH COUNCIL

Safeguarding Policy

Adopted Nov 2022

Reviewed Jan 2026

1. **Introduction**
 - a. Everyone has a duty to safeguard children, young people and vulnerable adults.
 - b. This policy outlines practices that will promote the safety of children, young people and vulnerable adults using WIGGENHALL ST GERMANS Parish Council facilities.
2. **Definitions**
 - a. Children and young people: anyone under the age of 18 years.
 - b. Vulnerable adult: anyone over 18 who is unable to care for themselves; unable to protect themselves from significant harm or exploitation; or may need community care services.
3. **Applicability**
 - a. This policy applies to anyone working for or on behalf of WIGGENHALL ST GERMANS Parish Council whether in a paid, voluntary or commissioned capacity.
4. **Promoting a safe environment**
 - a. In order to promote a safe environment for children, young people and vulnerable adults, WIGGENHALL ST GERMANS Parish Council wishes to promote a safeguarding culture in its premises and activity areas. In order to achieve this, WIGGENHALL ST GERMANS Parish Council will:
 - provide safe facilities and undertake regular safety assessments;
 - ensure that employees and councillors are aware of safeguarding expectations;
 - make available on public noticeboards and to employees and councillors relevant contact details (see point 8 below).
 - b. Employees, councillors and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on to the authorities as detailed below as soon as possible.
5. **Allegations against staff and volunteers**
 - a. All staff should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
 - b. No attempt should be made to investigate or act on any allegation before consultation with the appropriate authority:
 - Adult Social Services on **0344 800 8020**
 - **Norfolk County Council Children's Services 0344 800 8020**

If you need medical advice and support fast, but it's not life threatening, call your GP or NHS 111.

For generic child safeguarding advice you can contact:

- NSPCC Helpline – 0808 800 5000
- Norfolk Child Safety Partnership <https://www.norfolkscb.org/>

You should always call 999 in an emergency – for example when someone's life is at risk or someone is seriously injured or critically ill.

6. **Whistleblowing**

- a. We recognise that children or vulnerable adults cannot be expected to raise concerns in an environment where staff or volunteers fail to do so.
- b. All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues.

7. **What should be a cause for concern**

- a. Staff and volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child or a vulnerable adult. A child or vulnerable adult may be abused by parents, other relatives or carers, professionals and their peers, and abuse can occur in any family OR in any other area of society, regardless of social class, wealth or geographical location.
- b. Abuse falls into five main categories:
 - physical abuse
 - emotional abuse
 - sexual abuse
 - financial abuse
 - neglect
- c. All staff and volunteers need to have an awareness that there are many other forms of abuse ranging from Child Sexual Exploitation (CSE) through to Female Genital Mutilation (FGM).
- d. Ideally, staff and volunteers who engage with children or vulnerable adults on a regular basis will have accessed appropriate training.

8. **Review**

- a. The policy will be reviewed annually, or in the following circumstances:
 - changes in legislation and/or government guidance
 - as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and regulatory bodies.
 - as a result of any other significant change or event.