

# Safeguarding Policy

Adoption Date:	26th February 2026
Review Date:	February 2027

## 1. Policy Statement

Collingham Parish Council is committed to ensuring that safeguarding is embedded within its governance, decision-making and community activities. The Council recognises its responsibility to take reasonable steps to protect children, young people and adults at risk from harm when they are involved in, or affected by, Council-led activities or services.

This policy follows the principles set out in national guidance produced by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

Safeguarding is everyone's responsibility.

## 2. Scope of the Policy

This policy applies to:

- all councillors;
- the Clerk and all employees;
- volunteers acting on behalf of the Council;
- contractors and partners delivering services or activities on behalf of the Council.

The policy applies whenever the Council:

- organises, leads or supports activities involving the public;
- engages volunteers;
- owns or manages land, buildings or facilities used by children or adults at risk;
- works in partnership with other organisations.

The Council does not provide regulated childcare or adult social care services but acknowledges that safeguarding duties arise whenever contact with vulnerable individuals occurs.

## 3. Definitions

A **child** is any person 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 needs.

## 4. Principles

The Council adopts the following safeguarding principles:

- The welfare of the child or adult at risk is paramount.
- All individuals have the right to live free from abuse, neglect and exploitation.
- Safeguarding concerns will be taken seriously and acted upon promptly.
- The Council will work in partnership with statutory agencies and other organisations.
- Safeguarding responses will be proportionate, timely and recorded appropriately.

Abusive, discriminatory, intimidating or exploitative behaviour will not be tolerated in connection with Council activities or facilities.

## 5. Roles and Responsibilities

### Full Council

The Council has overall responsibility for safeguarding and for ensuring that appropriate policies, procedures and resources are in place.

### Designated Safeguarding Lead (DSL)

The Council appoints a Designated Safeguarding Lead, normally the Clerk, to:

- act as the first point of contact for safeguarding concerns;
- decide whether concerns require referral to statutory agencies;
- ensure safeguarding records are kept securely;
- keep this policy under review and advise the Council of any required updates.

A Deputy Safeguarding Lead will also be appointed.

### Councillors, Staff and Volunteers

All councillors, staff and volunteers must:

- familiarise themselves with this policy;
- remain alert to safeguarding concerns;
- report concerns promptly to the DSL;
- act in ways that reduce the risk of harm to themselves and others.

## 6. Safer Working and Prevention

Where the Council organises or leads activities involving children or adults at risk, safeguarding considerations will be addressed at the planning stage. This may include:

- undertaking risk assessments;
- clarifying supervision arrangements and behavioural boundaries;
- ensuring appropriate training or briefing;
- applying safer recruitment practices, including DBS checks where appropriate.

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Volunteers and contractors will not be given unsupervised access to children or adults at risk unless appropriate safeguarding arrangements are in place.

To decide whether DBS checks are needed, use the guidance at <https://www.gov.uk/government/collections/dbs-eligibility-guidance>

## 7. Responding to Safeguarding Concerns

Any safeguarding concern, disclosure or allegation must be reported without delay to the Designated Safeguarding Lead (or Deputy).

Where there is an immediate risk of harm, emergency services must be contacted immediately.

The DSL will:

- assess the concern;
- seek advice where necessary;
- make referrals to children's or adult social care, the police or other relevant agencies;
- ensure that actions and decisions are recorded.

The Council will not investigate safeguarding matters itself and will cooperate fully with statutory agencies.

## 8. Confidentiality and Record Keeping

Safeguarding information will be:

- recorded accurately and objectively;
- stored securely with restricted access;
- shared only on a need-to-know basis where necessary to protect an individual from harm.

All records will be handled in accordance with data protection legislation.

## 9. Training and Awareness

The Council will ensure that councillors, staff and volunteers receive appropriate safeguarding awareness in line with their roles.

The Designated Safeguarding Lead will keep training requirements under review and advise the Council accordingly.

## 10. Review and Adoption

This policy will be reviewed at least every year, or sooner if:

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- legislation or guidance changes;
- the Council's activities change;
- safeguarding practice is updated nationally.

## Annex A: Key Contacts

### **Designated Safeguarding Lead (DSL):**

Clerk to the Council

Contact: Mary-Ann Horley / 01636 555700

### **Deputy Safeguarding Lead:**

Rosemary Fabian / Vice-Chair

Contact: rosemary.fabian@collingham-pc.gov.uk / 07596 994043

### **Chair of Collingham Parish Council:**

Iain Orme

Contact: iain.orme@collingham-pc.gov.uk / 07885 604258

### **Local Safeguarding Authorities:**

[Nottinghamshire County Council Multi-Agency Safeguarding Hub \(MASH\)](#)

Emergency: 999

Non-emergency police: 101

## Annex B: Responding to Disclosures

### Do:

- listen carefully and take the concern seriously;
- reassure the person that they were right to speak up;
- explain what will happen next;
- record the information promptly and accurately;
- report the concern to the DSL.

### Do not:

- promise confidentiality;
- ask leading questions or investigate;
- express disbelief or judgement;
- delay taking action.