



Safeguarding Children, Young People and Adults at Risk Policy

1. Introduction and Scope

Winterbourne Parish Council represents and supports the communities of Winterbourne, Winterbourne Down, Hambrook and Frenchay. The Council oversees a Community Centre where rooms are hired for public and private use.

While the Parish Council does not routinely provide direct services to children, young people or adults at risk, it recognises that safeguarding is everyone's responsibility and that individuals may become vulnerable at different points in their lives.

This policy applies to:

- Parish Councillors
- Employees and contractors
- Volunteers
- Hirers and users of Parish Council facilities (where relevant)

The Council is committed to ensuring that all those acting on its behalf:

- Understand what safeguarding is and why it matters
- Can recognise different forms of abuse
- Know how and where to raise concerns

2. Policy Aims

Winterbourne Parish Council is committed to:

- Promoting the welfare of children, young people and adults at risk
- Protecting them from abuse, neglect and exploitation
- Acting promptly and appropriately when concerns are raised
- Working in partnership with statutory agencies

A child, young person or adult at risk should never experience abuse of any kind.

3. Safeguarding Children and Young People



3.1 Legal Framework and Guidance

This policy is informed by the following legislation and guidance:

- *Working Together to Safeguard Children* (2018)
- *Information Sharing: Advice for Practitioners* (2018)
- *SEND Code of Practice (0–25 years)* (2015)
- Children Act 1989 and 2004
- Children and Families Act 2014
- Sexual Offences Act 2003

3.2 Definition of Safeguarding

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of health or development
- Ensuring children grow up with safe and effective care
- Taking action to enable the best possible outcomes

3.3 Forms of Abuse

Abuse may take many forms, including:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child Sexual Exploitation (CSE)
- Online abuse

3.4 Parish Council Activities

- All activities involving children are undertaken with parents or carers present
- Councillors, staff and volunteers must never be alone with a child
- All relevant personnel are inducted into this policy and reporting procedures
- Event organisers acting on behalf of the Council must be made aware of this policy

4. Safeguarding Adults at Risk

4.1 Legal Framework

Safeguarding adults at risk is governed by the Care Act 2014.



Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect, while promoting wellbeing and respecting individual views, wishes and beliefs.

4.2 Definition of an Adult at Risk

An adult at risk is someone aged 18 or over who:

- Has care and support needs
- Is experiencing, or at risk of, abuse or neglect
- Is unable to protect themselves because of those needs

4.3 Safeguarding Principles

The six key principles underpinning adult safeguarding are:

1. Empowerment
2. Prevention
3. Proportionality
4. Protection
5. Partnership
6. Accountability

4.4 Forms of Abuse

Abuse or neglect may include:

- Physical abuse
- Domestic abuse (including so-called honour-based abuse)
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect or acts of omission
- Self-neglect (including hoarding)

5. Reporting Concerns

5.1 Immediate Danger

If a child or adult is in immediate danger, call **999**.

5.2 Internal Reporting

All safeguarding concerns must be reported as soon as possible to:

- The **Named Safeguarding Lead (Clerk of the Council)**, and
- The **Chair of the Parish Council**

If the concern relates to either of these individuals, it must be reported to the Vice Chair.

5.3 External Reporting

Children and Young People:

South Gloucestershire Council ART Team: **01454 866000**

Emergency Duty Team (out of hours): **01454 615165**

Adults at Risk:

South Gloucestershire Council Adult Care Service Desk: **01454 868007**

5.4 Police

If a crime may have been committed:

- Police (non-emergency): **101**
 - Police (emergency): **999**
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6. Information Sharing and Consent

- Be open and honest with individuals about why information is being shared
 - Seek consent where appropriate
 - Information may be shared without consent where there is risk of significant harm
 - Decisions should be proportionate and recorded
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7. Record Keeping

- All safeguarding concerns must be recorded accurately and promptly
 - Records should be sent securely to the Clerk of the Council
 - Information must be handled in line with Data Protection legislation
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8. Managing Allegations Against Councillors, Staff or Volunteers



- All allegations will be taken seriously and investigated appropriately
 - Allegations must be reported immediately to the Parish Clerk
 - Allegations involving children must be referred to the Local Authority Designated Officer (LADO): **01454 866000**
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9. Review and Monitoring

This policy will be reviewed every two years, or sooner if legislation or guidance changes.

10. Key Legislation

- Children Act 1989 and 2004
- Care Act 2014
- Data Protection Act 2018 / UK GDPR
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- United Nations Convention on the Rights of the Child

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