

Bures Hamlet Parish Council Safeguarding Policy

1. Introduction

This policy will enable Bures Hamlet Parish Council (“Council”) to demonstrate its commitment to keeping safe both vulnerable adults and children and young people in the community.

2. Policy Statement

The policy is in place for councillors to work to prevent abuse and know what to do should a concern arise. They will enable the Council to:

- Promote good practice and work in a way that can prevent harm and abuse occurring.
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported.

3. Definitions

3.1 **Child** “Anyone who has not yet reached their 18th birthday”. Children Act 1989.

3.2 **Adults at Risk** An individual who “has needs for care and support, is experiencing, or at risk of those care and support needs, is unable to protect themselves from either the risk of or the experience of abuse or neglect”. Care Act 2014.

4. Responsibilities of the Council

4.1 To accept the moral and legal responsibility to implement procedures, to provide a Duty of Care for children, young people and adults at risk of abuse, safeguard their wellbeing and protect them from abuse.

4.2 To raise awareness of safeguarding to ensure that everyone can play their part in preventing and identifying and responding to abuse and neglect.

4.3 To ensure that all councillors, volunteers and any paid members of staff are familiar with the policy and procedures.

4.4 To work with other agencies within the framework of both the Local Safeguarding Board (LSCB) and the Essex Safeguarding Adults Board (ESAB).

4.5 To make a safeguarding referral to the Safeguarding Lead as appropriate i.e. if there is an immediate danger or the child/adult is at risk of harm.

4.6 To ensure that all new Councillors adopt and abide by this Safeguarding Policy and understand their responsibilities therein.

4.7 To ensure all contractors/partners working directly with the Council meet the safeguarding standards as expected by the Council and to ensure they adopt and abide by this Safeguarding Policy and understand their responsibilities therein.

4.8 To monitor and evaluate the policy annually or in the light of any changes to Government legislation and guidance or following any safeguarding issues.

4.9 To ensure there is a designated lead person for safeguarding in the Council.

4.10 To ensure as far as is reasonably practicable that everyone is safe and secure in any facility or environment it provides or facilitates.

4.11 DBS checks will be required if any Councillor, volunteer or paid member of staff is required to teach, train, instruct, care for or supervise children.

4.12 To ensure records are kept of any referrals and any notes, records of conversations concerning that referral are kept in the folder and that it is stored in a secure place with limited access to designated people.

5. Responding to Abuse or an Allegation

- Reassure the person concerned
- Listen to what they are saying.
- Record what they are saying.
- Record what you have been told/witnessed as soon as possible.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Use the vulnerable adult's/child's words where possible.
- Do not promise to keep it a secret.
- Tell the vulnerable adult or child what you are going to do next to get help to keep him/her safe.
- Comply with the Council's Data Protection Policy.

6. Types of Abuse

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect. It is important to note that self-neglect is part of neglect.

7. Allegations Made Against a Councillor/Volunteer/Employee

This should be reported to the Designated Safeguarding Lead. If appropriate, the Designated Safeguarding Lead will consult with/make a referral to the LADO (Local Authority Designated Officer). The procedures for LADO referrals can be found on the Essex Safeguarding Children Board website at www.escb@co.uk

Or Telephone 03330 139 797 Email LADO@essex.gov.uk

If an allegation is made against the DSL, this should be reported to the Essex County Council Monitoring Officer.

8. Designated Safeguarding Lead: Mrs Jenny Wright

Jenny Wright Clerk@BuresHamlet-pc.gov.uk

9. Making a Referral

Dial 999 if the person is in immediate danger. For concerns about a vulnerable adult or child contact:

Children and Families Hub 0345 603 7627

Adult Social Care 0345 603 7630

Emergency out of hours for Adults and Children 0345 606 1212

10. Related Policies

This policy will need to be read in conjunction with the following Parish Council policies: Equality and Diversity, Data Protection, Complaints Policy and any others deemed appropriate.

Reviewed 15th September 2025 – next review September 2026