

# Bures Sportsground Committee Safeguarding Policy

## 1. Introduction

This policy will enable Bures Sportsground Committee (“Committee”) 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 Committee 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 “Have 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 Committee

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

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

4.3 To work with other agencies within the framework of both the Local Safeguarding Board (LSCB) and the Suffolk Safeguarding Adults Board (SSAB)

4.4 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.

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

4.6 To work towards all contractors/partners working directly with the Committee to meet the safeguarding standards as expected by the Committee.

4.7 To ensure that all of the clubs using the sportsground have their own written Safeguarding Policy and to highlight the expectation that any safeguarding matters that arise are to be dealt with within the club. An up-to-date copy of the clubs Safeguarding Policies will be kept on file.

4.8 To monitor and evaluate the Committee’s 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 on the Committee

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, psychological and 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 Suffolk Safeguarding Partnership website at [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)  
<http://www.suffolkscb.org.uk/working-with-children/local-authority-designated-officers-lado/>

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

**8. Designated Safeguarding Lead:** Mrs Georgie Turner [buesspgclerk@gmail.com](mailto:buesspgclerk@gmail.com)

### **9. Making a Referral**

Dial 999 if the person is in immediate danger. For concerns about a vulnerable adult or child make a telephone or online referral at [suffolksp.org.uk/concerned/](http://suffolksp.org.uk/concerned/) Or telephone Suffolk County Council Customer First on 0808 800 4005 or by email at [customer.first@suffolk.gov.uk](mailto:customer.first@suffolk.gov.uk).

### **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 January 2026. Next Review: January 2027