

Hockwold-cum-Wilton Parish Council

Safeguarding Policy

Adopted May 2021

Last Reviewed October 2025

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Parish Council facilities and applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

Safeguarding Definitions

Children and young people:

- Anyone under the age of 18 years

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

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Ensure that employees, councillors and leaders of activities in / on parish facilities, are aware of the safeguarding expectations.
- Display on notice boards the relevant safeguarding contacts for advice and help.
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for others
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers, as appropriate.

Allegations against staff and volunteers

All staff, councillors and volunteers should take care not to place themselves in a vulnerable

position with a child or vulnerable adult. If an allegation is made against a member of staff, councillor or volunteer, the person receiving the allegation will immediately inform the Chair of the Parish Council. The Parish council should follow the Norfolk SCB (Safeguarding Children’s Board) procedures for managing allegations against staff/volunteers on the Norfolk SCB website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

Whistleblowing

All staff, councillors and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child or vulnerable adult. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation (FGM):

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff, councillors and volunteers coming in to contact with children need to have an awareness of safeguarding.

Useful Safeguarding Contact Details

Norfolk County Council

<https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern>

Contact	Email	Telephone
Norfolk County Council Social Services		0344 800 8020.

Date for review: October 2026