

# Kersey Parish Council Safeguarding Policy

This safeguarding policy will enable Kersey Parish Council to demonstrate its commitment to keeping safe both children and adults in the community who may be at risk from harm or abuse. It will also ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the harm or abuse is supported. This policy will also educate Kersey Parish Councillors, volunteers and employees to prevent false accusation of inappropriate behaviour or abuse.

Kersey Parish Council recognises that it has a fundamental duty of care towards children and vulnerable adults and acknowledges its responsibilities to safeguard their wellbeing and protect them from harm or abuse while engaged in Parish Council activities or using Parish Council facilities. Kersey Parish Council is committed to the welfare of children and vulnerable adults and opposes all forms of harm and abuse ie discrimination, exploitation, neglect and manipulation.

## Definitions

**Child** - "Anyone who has not yet reached their 18th birthday". Children Act 1989.

**Adults at Risk** - An individual who is aged 18 years or over who "Has needs for care and support, is experiencing, or is at risk of, abuse or neglect and as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it." Care Act 2014.

**Types of Abuse** - There are four main types of abuse: physical, emotional, sexual and neglect. It is important to note that self-neglect is part of neglect. Adults may also experience financial abuse.

## Related Policies

This policy will need to be read in conjunction with the following Parish Council policies:

- Equality and Diversity policy
- Data Protection policy
- Complaints policy and
- any others deemed appropriate

## Responsibility

Everyone has a duty to promote the welfare, health and development of children and vulnerable adults to protect them from harm or abuse and safeguard their wellbeing whether or not individual roles involve working directly with children and vulnerable adults.

## Behaviour

All Councillors, employees, volunteers, users of Parish Council facilities or organisers of Parish event should act as role models of child-friendly behaviours and practices. They should:

- Ensure that communications, behaviour and interaction is appropriate and professional.
- Prohibit offensive or abusive language (including teasing and taunting), and the use of gestures or symbols that could be interpreted as insulting or provocative.
- Treat everyone with respect and show consideration for others.
- Refrain from any behaviour that involves racism, discrimination, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Parish Council Chair and Clerk or parents/carers, as appropriate.

# Kersey Parish Council Safeguarding Policy

## Confidentiality

Keep details of the victims of abuse in reported cases of abuse confidential. The safeguarding of a child or an adult who is at risk or if a crime has been committed will override any need for consent.

## Actions

- Keep a written record of and report actual or suspected concerns, suspicions or violations regarding any kind of abuse or exploitation. See details below.
- Ensure that all activities are safe and risks have been assessed in advance.
- Always work in an open environment and avoid being alone with one child or vulnerable adult. Ensure any private conversation with a child or vulnerable adult is in plain view of others.
- Where possible, obtain written parental or guardian consent if the need arises to administer emergency first aid and/or other medical treatment. Keep a written record of any injury that occurs, along with the details of any treatment given.
- No photography and videography of children, without parental consent, or vulnerable adults is permitted at any time.

## Responding to abuse or an allegation

- Reassure the person concerned.
- Listen to what they are saying.
- 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.
- Don't promise to keep it a secret.
- Tell the child or adult at risk what you are going to do next to get help to keep them safe.
- Comply with the Parish Council's Data Protection policy.

## Recording an allegation

A written record must be kept about any concern regarding an adult or child with safeguarding needs.

This must include:

- Details of the person involved.
- The nature of the concern.
- Use the adult at risk/child's words where possible.
- Record what they are saying.
- Record what you have been told/witnessed as soon as possible.
- The actions taken, decision made and why they were made.

All records must be signed, dated and then stored securely and confidentially, with access limited to those strictly necessary, in line with the General Data Protection Regulations (GDPR).

# Kersey Parish Council Safeguarding Policy

## Reporting – making a referral

Suffolk County Council lead on safeguarding concerns involving children and adults. All actual or suspected concerns, suspicions or violations regarding any kind of harm, abuse or exploitation must be reported to Suffolk County Council as well as to the Parish Council Chair and Clerk.

Anyone can refer a safeguarding concern. If you are worried that someone is at risk of abuse, neglect, or harm, please report it by calling Suffolk County Council Customer First on 0808 800 4005.

Their website has information about what to do if you have a safeguarding concern.

<https://www.suffolksp.org.uk/concerned#volunteers-professionals>

**Please dial 999 if the person is in immediate danger.**

## Designated Safeguarding Officer

The Parish Council Chair is the designated safeguarding officer and can be contacted using the following details:

Chair of Kersey Parish Council

Bridges Farm

The Tye

Kersey

Ipswich IP7 6HB

Telephone: 07765 916162

Email: [clerk@kerseyparish.gov.uk](mailto:clerk@kerseyparish.gov.uk)

This safeguarding policy will be updated as and when legislative or best practice changes or at least annually.

This policy was adopted by Kersey Parish Council at a meeting on 12 May 2025

Minute reference: 70/25