

THROPTON PARISH COUNCIL

SAFEGUARDING POLICY

ADOPTION DATE: 18/11/25

NEXT REVIEW DATE: 18/5/27

1. Introduction

- 1.1 Everyone has a duty to safeguard children, young people and vulnerable adults.
- 1.2 This policy outlines practices that will promote the safety of children, young people and vulnerable adults using Thropton Parish Council facilities.

2. Definitions

- 2.1 Children and young people: anyone under the age of 18 years.
- 2.2 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.

3. To whom this policy applies

This policy applies to anyone working for or on behalf of Thropton Parish Council whether in a paid, voluntary or commissioned capacity.

4. Responsibilities and Procedures

The Clerk to the Parish Council is the Safeguarding Officer and his/her responsibilities will include:

- 4.1 Ensuring that before any Parish Council organised event with children or vulnerable persons, the Designated Safeguarding Lead briefs participants appropriately.
- 4.2 Ensuring that councillors are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- 4.3 Ensuring that whilst councillors are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.

- 4.4 Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed, and two references taken up.
- 4.5 Decisions on whether any person should be DBS checked will be made by the Parish Council or the Chair after consultation with the Clerk following a risk assessment.
- 4.6 All Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge and sign to confirm they will abide by it. All new Councillors will also be required to sign.
- 4.7 Councillors will adhere to the “List of Recommended Behaviour” namely:
- A minimum of two adults present when supervising children.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times.
 - Ensure that accidents are recorded in an Accident Book.
 - Never do anything of a personal nature for a young person.
 - Keep records of any incidents or allegations a person may make to any councillor or volunteer.
 - Refer cases of suspected abuse or allegations to the Designated Safeguarding Officer.
- 4.8 In the event of a contractor working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy. Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities.

5. Promoting a safe environment

- 5.1 In order to promote a safe environment for children, young people and vulnerable adults, Thropton Parish Council wishes to promote a safeguarding culture in its premises and activity areas. In order to achieve this, Thropton Parish Council will:
- provide safe facilities and undertake regular safety assessments.
 - ensure that employees and councillors are aware of safeguarding expectations.
 - provide training and information to councillors, volunteers and employees through the annual Councillors’ briefings programme provided by NALC (Northumberland Association of Local Councils).
 - make available on public noticeboards and to employees and councillors relevant contact details (see point 8 below).
- 5.2 Employees, councillors and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on to the authorities as detailed below as soon as possible.

Initial Response Service – 0191 277 2500
Emergency Duty Team – 0191 278 7878

6. Newcastle Safeguarding Adults

All safeguarding adult referrals Allegations against staff and volunteers

- 6.1 All staff should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 6.2 No attempt should be made to investigate or act on any allegation before consultation with the Newcastle/Northumberland Safeguarding Children's and Adults teams (contact details below).

Newcastle Safeguarding Children

Contact should be made to Community Health and Adult Social Care Direct (0191 278 8377) or the allocated Social Worker.

Northumberland Safeguarding Children

Non-emergency: If this is a new contact then please ring: - Onecall: 01670 536 400

If you know a child already has a social worker then contact the social worker's telephone number, or if unavailable ring Onecall.

For the 14+ Team please ring 01670 622 930

Northumberland Safeguarding Adults

Onecall: 01670 536 400
Text phone: 01670 536 844
Email: onecall@northumbria.nhs.uk

If you need medical advice and support fast, but it is not life threatening, call your GP or NHS 111.

Area-wide

Northumbria Police – 101
NSPCC Helpline – 0808 800 5000

You should always call 999 in an emergency – for example when someone's life is at risk or someone is seriously injured or critically ill.

7. Whistleblowing

- 7.1 The Parish Council recognises that children or vulnerable adults cannot be expected to raise concerns in an environment where staff or volunteers fail to do so.

7.2 All staff 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 Safeguarding Teams at either Newcastle City Council or Northumberland County Council.

8. What should be a cause for concern

8.1 Staff and volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child or a vulnerable adult. A child or vulnerable adult may be abused by parents, other relatives or carers, professionals and their peers, and abuse can occur in any family OR in any other area of society, regardless of social class, wealth or geographical location.

8.2 Abuse falls into four main categories:

- physical abuse
- emotional abuse
- sexual abuse
- financial abuse
- neglect

8.3 All staff and volunteers need to have an awareness that there are many other forms of abuse ranging from Child Sexual Exploitation (CSE) through to Female Genital Mutilation (FGM).

8.4 Ideally, staff and volunteers who engage with children or vulnerable adults will have accessed appropriate training.

8.5 Further information about types of abuse, signs to look for and what to do if you are concerned are also available on the Newcastle City Council and Northumberland County Council websites.

9. Thropton Parish Council Designated Safeguarding Lead

Councillor: Mrs S Bertram

Contact Details:

Phone: 07747 561992

Email:

lorbottle65@gmail.com

10. Review

This Policy will be reviewed on a regular basis.

Date of Latest Review __18/11/25_____

Signature of Chair _____

Parish Councillors' Undertaking

I confirm that I have received, read, and understand my obligations and responsibilities under this policy and agree to be bound by it.

Name:

Signature:

Date:
