

Breage Parish Council



Safeguarding Policy

Adopted 04 November 2025

Review Date: December 2026

Signed Chair Cllr A.E. Woodhams

1. Policy Statement

Breage Parish Council is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. We recognise our responsibility to ensure that our facilities, including playgrounds and amenity areas, are safe and welcoming environments for all.

This policy complies with:

- Children Act 1989
- Care Act 2014
- Working Together to Safeguard Children (2018)
- Safeguarding Vulnerable Groups Act 2006
- Other relevant UK legislation and guidance

2. Definitions

- **Child:** Anyone under the age of 18.
- **Adult at Risk:** A person aged 18 or over who:
 - Has needs for care and support;
 - Is experiencing or at risk of abuse or neglect;
 - Is unable to protect themselves due to those needs.

3. Scope

This policy applies to:

- All Breage Parish Council staff, councillors, volunteers, and contractors.
- Any individual or group using council facilities for activities involving children or adults at risk.

4. Responsibilities

Breage Parish Council will:

- Promote good safeguarding practice.
- Ensure all councillors, staff, and volunteers are aware of their safeguarding responsibilities.
- Require all contractors and hirers of facilities to comply with safeguarding standards.
- Maintain a designated **Safeguarding Lead** within the council.

5. Safe Environments

To ensure safe use of playgrounds and amenity areas, the Council will:

- Conduct regular **risk assessments** and safety inspections.
- Ensure equipment is maintained to safety standards.
- Display safeguarding contact information on noticeboards.
- Provide clear signage indicating parental responsibility for children's supervision.
- Identify a **safe space** for lost children during events.

6. Recruitment and DBS Checks

- All staff, councillors, and volunteers who may have unsupervised contact with children or adults at risk must undergo **enhanced DBS checks**.
- Contractors and hirers must confirm they have appropriate safeguarding policies and DBS checks in place.

7. Online Safety

Breage Parish Council recognises the importance of online safety in safeguarding children and adults at risk. While the Council does not directly provide online services to children, it will:

- Ensure its website and social media platforms are monitored and free from harmful content.
- Avoid publishing personal information or images of children without written parental consent.
- Promote safe online behaviour during council-run events or digital engagement.
- Encourage parents and carers to supervise children's internet use and educate them about online risks.

8. Procedures for Reporting Abuse

All safeguarding concerns must be reported immediately. The following procedures apply:

Step 1: Immediate Action

- If a child or adult is in immediate danger, call **999**.

Step 2: Report to Designated Safeguarding Lead

- Contact the Council's **Designated Safeguarding Lead (DSL)**.
- Record the concern using the Council's **Safeguarding Incident Report Form**.

Step 3: Referral to Authorities

- The DSL will assess the concern and, if necessary, refer to:
 - **Cornwall Multi-Agency Referral Unit (MARU)**: 0300 123 1116
 - **Adult Safeguarding Team (Cornwall Council)**: 0300 1234 131

Step 4: Confidentiality and Record-Keeping

- All reports will be handled confidentially.
- Records will be securely stored and only shared with relevant authorities.

9. Training and Awareness

Breage Parish Council will:

- Provide safeguarding training to councillors, staff, and volunteers.
- Ensure safeguarding is included in induction procedures.
- Promote awareness through community engagement and events.

10. Use of Council Facilities

Groups using council facilities must:

- Provide evidence of public liability insurance.
- Submit a safeguarding policy or agree to follow Breage Parish Council's policy.
- Ensure leaders have valid DBS checks.
- Conduct activity-specific risk assessments.

11. Confidentiality and Information Sharing

- Information will be shared only when necessary to protect a child or adult at risk.
- Consent will be sought where appropriate, but safeguarding concerns override confidentiality.

12. Monitoring and Review

This policy will be reviewed annually or in response to changes in legislation or safeguarding guidance.

Breage Parish Council – Safeguarding Incident Report Form

CONFIDENTIAL

1. Reporter Details

- Name:
 - Role/Relationship to Council (e.g. Councillor, Volunteer, Member of Public):
 - Contact Number:
 - Email Address:
 - Date of Report:
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2. Details of Person at Risk

- Full Name:
 - Age/DOB (if known):
 - Gender:
 - Address (if known):
 - Parent/Carer Name (if applicable):
 - Contact Details (if known):
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3. Nature of Concern

Please describe the concern in as much detail as possible. Include:

- What happened
- When and where it happened
- Who was involved
- Any witnesses
- Any physical or behavioural signs

Description of Concern:

4. Immediate Action Taken

- Was emergency services contacted?
☐ Yes ☐ No
If yes, which service and when?
- Was the Designated Safeguarding Lead informed?
☐ Yes ☐ No
Name of DSL:
- Any other action taken:

5. Additional Information

- Has the person at risk disclosed anything to you?
☐ Yes ☐ No
If yes, please record their exact words:
- Are there any previous concerns known?
☐ Yes ☐ No
If yes, please provide details:

6. Referral

- Was the concern referred to Cornwall MARU or Adult Safeguarding Team?
☐ Yes ☐ No
Date and time of referral:
Name of person contacted:
Advice given:

7. Reporter Signature

I confirm that the information provided is accurate to the best of my knowledge.

Signature:

Date:

8. For Office Use Only

- Received by (Name):
- Date Received:
- Action Taken:
- Outcome/Follow-up Required:
- Date Closed: