

# Wembdon Parish Council Safeguarding Policy

This Policy will enable Wembdon Parish Council to demonstrate its commitment to keeping safe both adults who may be at risk and children and young people in the community.

## 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 Wembdon Parish Council 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.

## Definitions

### Child

“Anyone who has not yet reached their 18<sup>th</sup> birthday”. Children Act 1989.

### Adults at Risk

According to the Care Act (2014), an adult at risk is a person who:

Has care and support needs, whether the Local Authority e.g. Somerset County Council (SCC) is meeting any of those needs and is experiencing, or at risk of, abuse including financial abuse or neglect: and as a result of those care and support needs is unable to protect themselves from abuse or neglect or the risk of it.

## Related Policies

This Policy will need to be read in conjunction with the following Parish Council policies: Equal Opportunities, Data Protection, Complaints Policy and any others deemed appropriate.

## Responsibilities of the Parish Council

- To raise awareness of safeguarding to ensure that everyone can play their part in preventing and identifying and responding to abuse and neglect.
- To ensure that all Councillors, volunteers and any paid members of staff are familiar with the Policy and any associated procedures.
- To act within its Privacy Policy and will usually gain permission from adults before sharing information about them with another agency. 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.
- To make a safeguarding referral to Somerset Children’s Services or Adult Social Care as appropriate i.e. if the child/adult is at risk of harm. If there is immediate danger call 999.

- To ensure that all new Councillors are provided with a copy of the safeguarding Policy.
- To ensure all contractors/partners working directly with the Parish Council meets the safeguarding standards as expected by the Parish Council (A copy of the safeguarding Policy must be given to any contractor/partner).
- To require all Councillors/volunteers and anyone paid to adopt and abide by this safeguarding Policy and to understand their responsibilities therein.
- To monitor and evaluate the Policy annually or in the light of any changes to Government legislation and guidance.
- To ensure there is a designated lead person for safeguarding in the Parish Council.
- To ensure that the designated safeguarding lead undertakes safeguarding children and safeguarding adults training for this role and that they attend refresher training every three years.
- To ensure as far as is reasonably practicable that everyone is safe and secure in any facility or environment it provides or facilitates.
- To ensure records are kept of any referrals and any notes, records of conversations concerning that referral are kept by the Parish Clerk and stored in a secure place with limited access to designated people.
- Wembdon Parish Councillors are not expected to:
  - teach, train, instruct, care for or supervise children or
  - provide advice, guidance to children or
  - carry out health care, personal care, for any adult; or
  - assist with cash, bills or shopping or with affairs or transportation for any adult,
 and would not therefore be required to have a DBS check.

## 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 him/her safe.
- Comply with the Parish Council's Data Protection Policy.

## Recording an Allegation

- 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.

## **Types of Abuse**

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

## **Allegations Made Against a Councillor/Volunteer/Paid Member of Staff**

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).

### **Making a Referral.**

Please dial 999 if the person is in immediate danger.

### **For Concerns about a Child.**

If you have a concern about a child or a young person, please contact Somerset Children's Services on the below number.

### **For Concerns about an Adult.**

If you have a concern about an adult, please contact Somerset Adult Social Care on the below number.

Somerset Children's Services 03001232224

Somerset Adult Social Care 03001232224

NSPCC 0808 8005000

Childline 0800 1111

Police non-emergency number 101

Police emergency number 999

Councillor Suzanne Bromme is the designated Parish Council lead on safeguarding.

This Policy was adopted in November 2021 and reviewed in October 2025.

End of Policy