

Little Malvern and Welland Parish Council

Safeguarding Policy

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

Little Malvern and Welland Parish Council (“the parish council”) is committed to safeguarding children and vulnerable adults in our community in line with legislation and relevant national and local guidelines.

The Parish Council acknowledges its duty of care to the protection and safety of everyone who attends its meetings and events, and/or who visits or otherwise uses facilities and public spaces owned by the Parish Council. This policy also addresses the duty of care that the Parish Council has to safeguard and support its staff and volunteers.

2. Definitions

When the term ‘children’ is used in this document, this also includes young people and young persons. The phrase ‘child’ refers to a person under the age of 18.

The phrase ‘vulnerable adult’ refers to a person aged 18 or over who may be unable to take care of themselves or protect themselves from harm or being exploited.

The phrase “volunteer” refers to any person who conducts parish council work on an unpaid and voluntary basis. “Special volunteers” are those volunteers who have more formally recognised roles acting for or on behalf of the Parish Council, albeit still on an unpaid and voluntary basis. They may also have a parish council email address and/or Terms of Reference.

3. Policy Statement

The Parish Council is committed to best safeguarding practice and believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

The Parish Council:

- a) acknowledges that safeguarding is everybody’s responsibility
- b) is committed to prevent abuse and neglect
- c) recognises that health, well-being, ability, disability and need for care and support can affect a person’s resilience, and that some people experience barriers, for example, to communication in raising concerns or seeking help.
- d) will act in accordance with the relevant safeguarding legislations and with local statutory safeguarding procedures.
- e) Will ensure that any actions taken is prompt, proportionate and that it includes and respects the voices of the people concerned.

Note: It is acknowledged that Parish Councillors, its staff and volunteers are not safeguarding experts. As a result, the compliance with d) and e) above will primarily take the form of seeking appropriate advice and passing on information/acting as instructed by the relevant authorities.

4. Scope

This safeguarding policy applies to all individuals associated with Parish Council business, including all staff, council members, volunteers (including Special Volunteers), and contractors. It covers all interactions with adults and children in the course of our work including at Parish Council events and meetings, particularly those who may be vulnerable or at risk.

All parish councillors, staff, and Special Volunteers should therefore be made aware of this policy and their responsibilities arising from it. Contractors and other volunteers can be made aware of relevant safeguarding responsibilities and processes in other appropriate formats, e.g through verbal briefings and/or the sharing of event risk assessments and plans.

The Trustees and organisations that manage premises or land owned by the Parish Council – the Parish Hall, the Pre-School and Football Club (in the Pavillion), and Purser's Orchard – are expected and required to hold their own appropriate and proportionate safeguarding policies that meet national and local legislation and guidance.

A related Parish Council policy that may be relevant to note is its Bullying and Harassment Policy.

5. Commitments

To implement this policy the Parish Council will ensure that:

- a) The Parish Council has a code of conduct for councillors, volunteers (including Special Volunteers) and staff and will take action if concerns are raised that this is not being followed. See Appendix A.
- b) Any concern that an adult or child is not safe is taken seriously, responded to promptly, and followed up in line with the Parish Council's Safeguarding Reporting Procedures – See Appx B.

Important Note: Safeguarding concerns must be shared appropriately to protect the person at risk. Information will only be shared:

- On a **need-to-know** basis
 - In accordance with the **law** (including the Care Act 2014 and Data Protection Act 2018)
 - With the **individual's consent**, unless doing so would place them or others at greater risk
- c) All individuals involved with the Parish Council understand their role and responsibility for safeguarding and that there is an obligation for reporting a safeguarding concern if they have one.
 - Councillors, staff and Special Volunteers must:
 - Read and comply with this policy, including the Code of Conduct (Appx A).
 - Follow the procedures as set out in the Parish Council's Safeguarding Reporting Procedure (Appx B)

- See also the whistleblowing section below

- Other volunteers and contractors may be made aware of their safeguarding responsibilities and the processes to be followed in other ways – e.g verbal briefings, through the sharing of event risk assessments and plans, etc.
- d) Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with the Parish Council’s Data Protection Policy and Procedures.
- To support this, a dedicated email safeguarding@littlemalvernandwelland-pc.gov.uk will be provided that will solely be accessible by the Parish Council’s appointed DSLs.
 - The Reporting Procedures in Appendix B outline the processes to be followed to protect privacy whilst ensuring information and any evidence is safely stored.
- e) The Parish Council will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult or child.
- f) Safe recruitment practices are followed for all paid staff. A DBS check is not expected as a matter of course but - for certain roles – an up to date DBS check may be considered necessary by the Parish Council prior to appointment e.g. for safeguarding leads.
- g) All individuals involved with the Parish Council, including all types of volunteers, will not have unsupervised access to children or adults at risk unless appropriately vetted. Risk assessments for events and activities will make this clear in the actions to be undertaken.
- h) The Parish Council shares information about anyone found to be a risk to adults and children with the appropriate bodies – the Police and/or the Local Safeguarding Teams.
- i) Actions taken under this policy are reviewed by the Parish Council on an annual basis.
- j) This policy is reviewed no less than annually and whenever there are changes in relevant legislation and/or government guidance or because of any other significant change or event.

6. Designated Safeguarding Leads (DSLs)

Appendix B sets out the processes that must be followed if a safeguarding concern is suspected. It also contains contact details to obtain appropriate advice and provides the name and contact details for the Parish Council’s Designated Safeguarding Leads (DSLs).

The Parish Council has determined that it should have two DSLs at any one time if possible. This facilitates continuous cover and provides for a situation if one DSL be the subject of an allegation.

The DSLs are responsible for:

- Acting as the primary point of contact for safeguarding concerns
- Ensuring all reports are logged and managed appropriately
- Liaising with local safeguarding authorities
- Leading on policy review and implementation

The Parish Council will support the Chair and Councillors who volunteer to be a DSL by providing them with access to appropriate training, and DBS checks if considered necessary.

7. Whistleblowing

The Parish Council will ensure that all staff and all types of volunteers will be fully supported and protected should they come forward in good faith (without malicious intent) to report their concerns about a colleague's practice or the possibility that a child, young person or adult may be being abused.

The person who receives information concerning a suspected case of abuse by another councillor, member of staff or volunteer (of any type) should make a full record of what has been said, as soon as possible and pass the information to the DSLs (or second DSL in the event the allegations are about one of the DSLs).

8. Monitoring and Review

This policy will be reviewed annually, or sooner if:

- Legislation or guidance changes
- A safeguarding incident requires procedural updates
- Learning from audits or reviews highlights improvements

Approved by: Little Malvern and Welland Parish Council

Date of Approval: 21st September 2026

Chair: Paul Riordan

Date of Next Review: September 2027

Appendix A: Code of Conduct

Parish councillors and anyone conducting business on behalf of the Parish Council (including staff and all types of volunteers) are expected to:

- a) act with integrity, honesty, impartiality and respect at all times.*
- b) treat fellow councillors, employees, volunteers, contractors and members of the public with courtesy and dignity, listen to differing views respectfully, and avoid behaviour that could be perceived as bullying, harassment, discrimination or intimidation.*
- c) conduct themselves in a way that maintains public confidence in the Council, make decisions in the public interest, declare and appropriately manage any conflicts of interest, and comply with all relevant legal and ethical obligations. Concerns or complaints should be raised through the appropriate Council procedures and not through personal confrontation or inappropriate public criticism.*

Appendix B: Little Malvern & Welland Parish Council's Safeguarding Reporting Procedure

1. **In an emergency/if there is an immediate risk of harm – call 999.**
2. Otherwise, contact one of the two DSLs by telephone or email as soon as you can.
They will need to know (if you are able to provide it): the name and contact details of the potential victim, a summary of the incident including what was said, the date and time, and the name (and contact details if possible) of the person reporting the incident.
3. If you have emailed the information, one of the DSLs will acknowledge receipt.
You **MUST** then delete the email you sent, including in the email bin, when and only when you get confirmation of receipt from one of the DSLs.
4. The DSL will seek advice from the appropriate agencies or police and pass on information or take action/inform the Parish Council of any action needed, according to any advice received.
5. If you cannot reach either of the DSLs (i.e. do not receive a response within 24hours) you should contact the appropriate agency yourself – see below.
In this instance, you should make a note of any advice received and any action taken as a result and send this, with the information you passed to the appropriate agency, in an email to the DSLs.
Again - you **MUST** then delete the email you sent, including in the email bin, when and only when you get confirmation of receipt from one of the DSLs (i.e. that they can then keep secure records of it on their dedicated email account).
6. The DSLs will keep any information regarding safeguarding concerns reported to them on the designated email safeguarding@littlemalvernandwelland-pc.gov.uk only. Only they will have access to that email account. Any correspondence on individual safeguarding cases will be via that email only. Emails containing this information will be kept for the period of time as required by law and according to advice from relevant safeguarding agencies and/or the police.

7. Safeguarding Contacts

LMWPC DSLs Sarah Whitehead Paul Henderson-Brown	safeguarding@littlemalvernandwelland-pc.gov.uk (Mobile Numbers for both DSLs have been provided to all councillors, staff and Special volunteers)
In an emergency	999
To report a crime or a potential crime	101
To Report an adult safeguarding concern	01905 768053
If you are worried about a child or young person (aged 0-18) please contact Family Front Door	01905 822666
Out of Hours (Emergency Duty Team) for reporting concerns about adults or children	01905 768020
For safeguarding advice (not referral), contact the Safeguarding Early Response and Triage Team (Mon-Fri 10am-4pm)	01905 843189