



FOVANT PARISH COUNCIL

Safeguarding Policy

Ratified on: 07/09/2026

For Review on: 07/09/2027

This policy sets out how the Parish Council will help keep children, young people and adults at risk safe when they come into contact with the Council through its services, facilities, events, councillors, employees, volunteers and contractors. It is intended to reflect good practice for parish and town councils and should be read alongside the Council's Code of Conduct, complaints procedure, health and safety arrangements, recruitment procedures and data protection arrangements.

1. Purpose and scope

The Parish Council recognises that safeguarding is everyone's responsibility. Although the Council does not usually provide regulated care services, it may work with or come into contact with children, young people and adults at risk through community events, play areas, allotments, open spaces, halls, services, staff, councillors, volunteers, contractors and hirers. This policy applies to all councillors, employees, volunteers and anyone acting on behalf of the Council.

This policy is informed by relevant law and guidance in England, including the Children Act 2004, the Care Act 2014, the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012, the Data Protection Act 2018 and UK GDPR, and current safeguarding partnership arrangements in Wiltshire.

2. Responsibilities

- **Full Council** will approve and review this policy, promote a safe culture and ensure suitable arrangements are in place.
- **The Chair, Clerk and Safeguarding Lead** will act on concerns promptly, keep records securely, and maintain up-to-date local safeguarding contacts.
- **All councillors, staff, volunteers and contractors** must remain alert to concerns, avoid promising confidentiality, make a factual written record, and report concerns without delay.

3. If there is a concern

1. If a child or adult is in immediate danger, or a crime may have been committed, call 999.
2. Listen, stay calm and take the concern seriously. Do not investigate, do not ask leading questions and do not promise secrecy.
3. Make a written record as soon as possible, using the person's own words where you can, and note the date, time, place and action taken.
4. Report the concern immediately to the Safeguarding Lead or, if unavailable, the Clerk or Chair.
5. Where appropriate, contact the relevant Wiltshire safeguarding service without delay.

6. If the concern is about an adult working or volunteering with children, seek advice from the Wiltshire LADO / DOFA service within one working day and do not investigate internally before doing so.

The Council's role is to recognise concerns, respond appropriately, preserve information and pass concerns to the agencies with statutory safeguarding duties. It is not the Council's role to investigate abuse.

4. Safer working and use of facilities

- Avoid being alone with a child or adult at risk wherever possible.
- Maintain professional boundaries and do not use personal social media or private messaging for Council business.
- Ensure events, play spaces, community activities and premises are risk assessed and reasonably supervised.
- Do not take or share photographs of children or adults at risk without proper authority and a lawful basis.
- Where Council premises are hired for activities involving children or adults at risk, the Council may require evidence of insurance, risk assessments, safeguarding procedures and DBS checks where legally required.

5. Recruitment, DBS, records and training

The Parish Council will only request DBS checks where a role is legally eligible and where this is proportionate. Safer recruitment practices will be followed where appropriate. Safeguarding records must be factual, dated, stored securely and shared only on a need-to-know basis. Councillors and staff should receive safeguarding awareness appropriate to their role, and the Safeguarding Lead should keep local referral routes up to date.

6. Wiltshire reporting contacts

- **Emergency:** 999
- **Police non-emergency:** 101
- **Wiltshire Children's Integrated Front Door / MASH:** 0300 456 0108
- **Wiltshire out-of-hours children's and adults' emergency duty service:** 0300 456 0100
- **Wiltshire Adult Safeguarding / Adult MASH:** 0300 456 0111
- **Wiltshire LADO / DOFA service:** LADO@wiltshire.gov.uk or dofaservice@wiltshire.gov.uk
- **Wiltshire Safeguarding Vulnerable People Partnership:** use current local procedures and threshold guidance
- **Safeguarding Lead:** Julie Wallis/Clerk
- **Deputy / alternative contact:** David Horne/Chair
- **Parish Clerk:** 07349781464

7. Review

This policy will be reviewed at least annually, or sooner if there is a change in legislation, national guidance, Wiltshire safeguarding procedures, or the Council's services and activities.