Weston on the Green
Parish Council
Safeguarding Policy

Oxfordshire Parish Council Policy Version: Dated January 2015, obtained from OALC September 2026

SECTION 1

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults.

This policy promotes good practice in safeguarding for those using parish council facilities. The parish council should review it annually.

Definitions

Children and young people:

Anyone under the age of 18 years

Vulnerable Adult:

Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

To whom this policy applies

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and do regular safety assessments.

- Ensure that employees, councillors and leaders of activities in parish facilities, are aware of the safeguarding expectations.

- Ensure that the Policy for users of parish facilities includes a requirement that they are safe to work with children, young people and vulnerable adults.
  For example, those adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.

- Display on notice boards the relevant safeguarding contacts for advice and help (see below)

Hiring of facilities to groups for use with children, young people or vulnerable adults

The Parish Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and vulnerable adults policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where a first aid box is.
- Do risk assessments for individual activities.

SECTION 3

Safe working practice

All users of parish facilities must follow the safeguarding children, young people and vulnerable adults policy and procedures at all times. For example they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.

- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.

- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Expectations of behaviour

All users of parish facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.

- Treat each other with respect and show consideration for other groups using the facilities.

- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers, as appropriate.

SECTION 4

Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is advisable for interviews or work with individual children or parents to be conducted in view of other adults.

- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the lead person/ supervisor or the most senior staff member available.

- If the allegation made to a member of staff concerns the lead person/ supervisor the recipient of the allegation will immediately inform the person's line manager or the Chair of the Parish Council.

- The Parish Council should follow the OSCP procedures for managing allegations against staff/volunteers on the OSCP website: Local Authority Designated Officer (LADO) - Oxfordshire Safeguarding Children Partnership.
  Links to documents on this webpage include:
  - LADO referral form
  - Guide to reporting concerns for professionals working with children
  - Multi-agency guidance on managing allegations against staff and volunteers

No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO) - see contact details below.

Whistleblowing

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 LADO or Safeguarding Team.

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding. Free introductory online training or more specific face to face safeguarding training can be booked at: www.oscp.org.uk

All agencies working with children are recommended to follow the multi-agency procedures at: www.oscp.org.uk.

Policy Adopted by Weston on the Green Parish Council: 7th October 2026 (Minute Reference: 26.441.21).
Review Date: May 2027 (subject to legislation changes or change in Council circumstances).

Useful Safeguarding Contact Details (September 2026)

Contact – Child Team	Email	Telephone
Multi-Agency Safeguarding Hub (MASH) To report a concern of abuse or neglect call the MASH Team Emergency Duty Team (EDT) - out of hours emergency service: If you have an urgent concern call:	mash-childrens@oxfordshire.gcsx.gov.uk	**0345 050 7666** **0800 833 408** **999 or 101**

Contact	Email	Telephone
Local Authority Designated Officer To report an allegation against a person in a position of trust	lado.safeguardingchildren@oxfordshire.gov.uk	**01865 810603**

Contact – Adult Team	Email	Telephone
Oxfordshire County Council Safeguarding Adults Team If you have an urgent concern call:	SafeguardingAdults@Oxfordshire.gov.uk	**01865 328232** **999 or 101**

Oxfordshire Safeguarding Children Partnership (OSCP)

For general safeguarding issues and training please contact the OSCP team.

Contact	Email	Telephone
OSCP	oscp@oxfordshire.gov.uk	01865 815843
Website: www.oscp.org.uk		