

# OFFLEY PARISH COUNCIL SAFEGUARDING POLICY

Incorporating Cockernhoe – Mangrove Green – Tea Green - Putteridgebury

---

OFFLEY PARISH COUNCIL IS COMMITTED TO THE HEALTH, WELL-BEING AND SAFETY OF ALL CHILDREN, YOUNG PEOPLE UNDER THE AGE OF 18 AND VULNERABLE ADULTS WHO ARE EITHER RESIDENT IN OR VISITING THE VILLAGE.

Parish Councillors come into contact in the course of their duties with all sections of the local community and therefore it is important that they adhere to a code of conduct that protects them and others as well as being aware how they would raise concerns if they either noted any, or if a member of the public disclosed to them'.

However, all Councillors are asked to remember that it is their responsibility to ensure that:

- Their behaviour is appropriate at all times
- They observe the rules established for the safety and security of young and vulnerable people
- They follow the procedures in the event of suspicion, disclosure or allegation of abuse
- They recognise the position of trust in which they have been placed.

Safeguarding is the action that is taken to promote the welfare of children and to protect them from harm.

Safeguarding means: protecting children from abuse and maltreatment, preventing harm to children's health or development, ensuring children grow up with safe provision of safe and effective care-NSPCC

The Safeguarding regulation is set out in the Children's Act (1989 and 2004)

Abuse comes in several forms but is defined as

- Physical - hitting, burning, choking biting
- Sexual - forced or persuaded to take part in sexual activities, grooming, trafficking
- Neglect - failing to provide adequate food, clothing, shelter
- Emotional - seeing or hearing ill treatment of another (in a domestic violence situation)

In the event of their being approached by a member of the public, young person, child, or vulnerable adult on any matter concerning a resident in, or person visiting the village, a Code of Behaviour is detailed below and it is essential that Councillors adhere to it.

## CODE OF BEHAVIOUR

- Do put this Code into practice at all times
- Do treat everyone with dignity and respect
- Do set an example you would wish others to follow
- Do treat all people equally
- Listen to the child/YP repeat their words if necessary
- DO NOT Question prompt or lead
- Reassure and support the child/YP
- DO NOT pass judgement on what you are being told
- AFFIRM that the child/YP has done the right thing
- DO not delay in passing on the information
- Record everything as soon as possible whilst it is fresh in your mind
- Do ensure more than one other adult is present at all times when dealing with a young person or vulnerable adult, do not make promises, safeguard yourself

# OFFLEY PARISH COUNCIL SAFEGUARDING POLICY

## Incorporating Cockernhoe – Mangrove Green – Tea Green - Putteridgebury

---

- Do advise young people or vulnerable adult who they can talk to, if asked, about any concerns they may have
- Do make everyone aware of the Parish Council's child and vulnerable adult protection procedures, as outlined in this policy: young people, vulnerable adults, parents and other volunteers
- Do remember someone else might misinterpret your actions, no matter how well-intentioned
- Do Not just rely on your good name to protect you.

### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

Any concerns regarding the safety of children or vulnerable adults in the village should be reported immediately to:

The Relevant Authority, more information can be found at

[Hertfordshire Safeguarding Adults Board website.](#)

or if applicable to: The Clerk Offley Parish Council: T: 01438 243 218 E: [clerk@offleypc.org.uk](mailto:clerk@offleypc.org.uk)

**PROCEDURE TO BE FOLLOWED BY A MEMBER OF OFFLEY PARISH COUNCIL IN THE EVENT OF A CONCERN BEING REPORTED TO THEM**  
**Councillors or the Parish Clerk will report any issues to the relevant authority immediately.**

Parish Council Safeguarding Lead Contact: All Parish Councillors

#### **Report a concern about a vulnerable adult**

Even if you're not 100% sure or do not have all the details, call 0300 123 4042, day or night to report any concerns to HCC.

If the individual is in danger and needs immediate protection you should always call the police on 999.

For more information please go to the [Hertfordshire Safeguarding Adults Board website.](#)

#### **Report a concern about a child or young person**

Report a concern about a child (under 18 years old) to Hertfordshire County Council (HCC) Children's Services on 0300 123 4043 (including out of hours).

If a child or young person is in immediate danger, left alone, or is missing you should call the police on 999.

For more information about safeguarding children please visit the [Hertfordshire Safeguarding Children Partnership.](#)

You can also report child abuse, or discuss your concerns with the NSPCC by calling 0808 800 5000 or emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)