

# **BEDFIELD PARISH COUNCIL**

## **Appendix One - Procedures for Safeguarding**

1.1 Any Bedfield/Monk Soham organised events/activities on the sports field or its facilities where unsupervised children, young people or vulnerable adults are present will have at least one committee member with appropriate experience, training and full DBS check in attendance.

1.2 Groups and individuals hiring the hall are responsible for their own safeguarding arrangements. The Hall's responsibility is to ensure that anyone who runs events or activities specifically for Children, Young People or Vulnerable Adults have the appropriate levels of disclosure, supervision and training.

1.3 Groups which serve the under 3, 3 - 5 and 5 - 11 age groups will follow the Ofsted guidelines for levels of supervision. In addition, Suffolk County Council provide guidelines which will be followed to ensure that all activities are suitably supervised.

1.4 If any member of the committee or hall user has concerns about the behaviour or actions of anyone associated with the hall, they should immediately inform the named safeguarding person or hall committee chairperson. Failure to share information could result in a ban from the hall. Anyone acting in an unsafe or unwise manner will be subject to referral to the relevant authorities, (For the purpose of this policy the relevant authority will be informed through Suffolk County Council's Customer First phone line 0808 800 4005), and a similar ban according to a decision made by at least three Committee Members.

1.5 If a disclosure is made to a hall user it will be recorded. Leading questions should not be asked but a clear factual record made of what has been disclosed. If a concern is noticed, (such as evidence of physical abuse, severe neglect or distress), this should be reported in the same way as for disclosures. All referrers should follow the summary guidance:

- Record the time and date
- Don't promise to keep what you're told a secret
- Tell the child or young person what you will do next
- Don't make promises you cannot keep

1.6 All disclosures should be immediately reported to the named safeguarding person for the relevant group who will in turn inform relevant authorities, (For the purpose of this policy the relevant authority will be informed through Suffolk County Council's Customer First phone line 0808 800 4005). Where appropriate, responsible adults (i.e. parents, guardians and carers), will be informed unless such a disclosure would cause significant distress or threat to the individual making it. This decision will be made by the relevant safeguarding named person.

1.7 Confidentiality cannot be promised in any case where an individual may be in danger of any form of abuse. Abuse can include physical, sexual, emotional or neglect. Staff and volunteers are expected to record and report any concerns and need to advise individuals that it is not appropriate to refrain from this. Referral is made to the relevant authorities, (Suffolk County Council's Customer First phone line 0808 800 4005), with the adults responsible for the individual who has made a disclosure being notified if appropriate, (see 1.6).

1.8 Once the matter has been referred to the named person they will take the necessary action and follow up cases. It is not usually appropriate to feed back to the individual making the disclosure although they should check that the information has been passed on.

1.9 Any individual making a referral will be protected by the Committee under whistle blowing procedures. Similarly, if the individual making the referral feels that insufficient action/follow up has taken place they should inform the Directors/Committee without fear of repercussions.