



MELKSHAM WITHOUT PARISH COUNCIL

Safeguarding Policy

1. Introduction and Purpose:

The purpose of this safeguarding policy is to outline the commitment and responsibilities of Melksham Without Parish Council in ensuring the welfare and protection of children, young people, and vulnerable adults who engage with or are involved in the activities, programmes, and services provided by the parish council. This policy aims to create a safe and supportive environment for all individuals, preventing any form of harm or abuse.

2. Scope:

This policy applies to all members, employees, volunteers, and individuals engaged in activities, events, and services organised or supported by the Parish Council.

3. Legal Framework:

Melksham Without Parish Council is committed to complying with all relevant legislation and guidance pertaining to safeguarding, including but not limited to:

- a. Children Act 1989 and 2004
- b. Protection of Freedoms Act 2012
- c. Safeguarding Vulnerable Groups Act 2006
- d. Data Protection Act 2018
- e. Equality Act 2010

4. Roles and Responsibilities:

4.1 Parish Council:

- a) Melksham Without Parish Council will appoint a designated safeguarding officer who will be responsible for overseeing the implementation and compliance of this policy.
- b) The council will provide the necessary resources, training, and support to promote safeguarding within the parish council and its activities.

- c) The Council will promptly respond to any concerns, allegations, or incidents related to safeguarding and follow the appropriate reporting procedures.

4.2 Safeguarding Officer:

- a) The designated Safeguarding Officer will be the primary point of contact for all safeguarding matters and provide advice, guidance, and support to individuals within the parish council. The Clerk is the designated Safeguarding Officer for Melksham Without Parish Council.
- b) The Clerk will stay updated on relevant legislation, guidance, and best practices in safeguarding and ensure their implementation within the council.
- c) The Clerk will receive concerns, allegations, or incidents related to safeguarding, maintain accurate records, and follow the council's reporting and escalation procedures.

4.3 Members, Employees, and Volunteers:

- a) All members, employees, and volunteers engaging in activities or events involving children, young people, or vulnerable adults shall undergo appropriate recruitment processes, including obtaining relevant references and clearances.
- b) Individuals will receive safeguarding training and guidance, ensuring they are aware of their responsibilities and how to respond to concerns or disclosures appropriately.
- c) Individuals shall report any safeguarding concerns, allegations, or incidents to the designated safeguarding officer or follow the established reporting channels.

5. Code of Conduct:

- a) All members, employees, and volunteers must adhere to the Parish Council's Code of Conduct, which emphasises the respectful and safe treatment of children, young people, and vulnerable adults.
- b) Individuals must maintain appropriate boundaries and avoid engaging in behaviour that may be deemed abusive, exploitative, or discriminatory.
- c) Individuals shall report any suspicions, concerns, or disclosures promptly and in accordance with the reporting procedures outlined in this policy.

6. Confidentiality and Information Sharing:

- a) All safeguarding concerns, allegations, or incidents will be handled in a confidential manner, with information shared only with those who have a legitimate need to know.
- b) Melksham Without Parish Council will comply with relevant data protection legislation when handling personal information related to safeguarding matters.

7. Reporting Procedures:

- a) Any safeguarding concerns, allegations, or incidents should be reported immediately to the Clerk who is the designated safeguarding officer or the appropriate authority, as defined in the reporting guidelines.
- b) Individuals reporting concerns shall provide accurate and detailed information, maintaining confidentiality to the extent possible.

8. Review and Monitoring:

This policy will be reviewed annually to ensure its continued effectiveness and compliance with any changes in legislation or best practices. Melksham Without Parish Council will monitor the implementation of the policy and take appropriate measures to address any shortcomings or areas for improvement.

This safeguarding policy will be made available to all members, employees, volunteers, and stakeholders of Melksham Without Parish Council. It will be regularly communicated, reviewed, and reinforced to ensure the ongoing commitment to safeguarding within the parish council and its activities.

Recommended at Staffing committee 26th June 2023 (min. 095/23g) and approved for adoption by Full Council 24th July 2023.