



Trowell Parish Council - Safeguarding Policy

1. Policy Statement

Trowell Parish Council (TPC) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The Council recognises its responsibility to take all reasonable steps to protect individuals who come into contact with the Council through its activities, services, facilities, councillors, staff, volunteers, and contractors.

Safeguarding is everyone's responsibility. The Council will work in partnership with relevant agencies to ensure concerns are acted upon promptly and appropriately.

2. Scope of the Policy

This policy applies to:

- All Parish Councillors
- Employees and volunteers
- Contractors and service providers
- Anyone acting on behalf of the Council

It covers:

- Council-run activities and events
 - Use of Council facilities (e.g. Parish Hall)
 - Interactions with members of the public where safeguarding issues may arise
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3. Definitions

Children and Young People:

Any person under the age of 18.

Vulnerable Adults:

Adults who may be unable to protect themselves from harm or exploitation due to age, illness, disability, mental health issues, or any other circumstance.

Safeguarding:

Protecting individuals from abuse, neglect, exploitation, and harm, and responding appropriately when concerns arise.

4. Types of Abuse

Safeguarding concerns may include, but are not limited to:

- Physical abuse
 - Emotional or psychological abuse
 - Sexual abuse
 - Neglect
 - Financial or material abuse
 - Discriminatory abuse
 - Domestic abuse
 - Online or digital abuse
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5. Roles and Responsibilities

Parish Council

The Council will:

- Adopt and review this policy regularly
- Ensure safeguarding is considered in decision-making
- Appoint a Designated Safeguarding Lead (DSL)

The DSL will:

- Act as the main point of contact for safeguarding concerns
- Keep records of concerns securely
- Liaise with statutory agencies where required
- Ensure councillors and staff are aware of safeguarding procedures

DSL Name:

Contact Details:

6. Code of Conduct

Those representing the Council must:

- Treat all individuals with dignity and respect
- Avoid situations where they are alone with children or vulnerable adults where possible
- Never engage in inappropriate behaviour, language, or physical contact
- Respect confidentiality while understanding when information must be shared

7. Reporting Safeguarding Concerns

If a safeguarding concern arises:

1. Do not promise confidentiality
2. Listen carefully and take the concern seriously
3. Record the information accurately
4. Report immediately to the DSL

If there is an immediate risk of harm, contact emergency services on 999.

The DSL will decide whether the concern should be referred to:

- Children's Social Care
- Adult Social Care
- The Police

8. Confidentiality and Data Protection

Information relating to safeguarding concerns will:

- Be shared only on a need-to-know basis
- Be stored securely in line with data protection legislation
- Be retained in accordance with TPC's record-keeping policies

9. Safer Working Practices

Where TPC organises activities involving children or vulnerable adults, it will:

- Carry out appropriate risk assessments
- Ensure suitable supervision arrangements
- Consider DBS checks where roles require them

- Work only with organisations that have appropriate safeguarding policies
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10. Review of the Policy

This policy will be reviewed:

- Annually
- Following any safeguarding incident
- When legislation or guidance changes

Date Adopted: 10 March 2026

Review Date: March 2027