



PRESTON PARISH COUNCIL

Doc003 – Safeguarding Policy

Adopted July 2026

Chair: Margaret Trinder



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PRESTON PARISH COUNCIL

Safeguarding Policy

1. Policy Statement and Scope

Preston Parish Council is fully committed to safeguarding and promoting the welfare of children, young people and adults at risk who use its facilities.

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

This policy applies to committee members, volunteers, hirers and contractors.

2. Policy Objective:

- To ensure that where possible all facilities and activities offered by Preston Parish Council are designed and maintained to limit risk to minors and adults at risk.
- To promote the general welfare, health and development of minors and adults at risk by being aware of child and adult at risk protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- The Parish Council expects all minors and adults at risk using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult with legal parental responsibility.

3. Definitions:

Children and young people: anyone under the age of 18 years.

Adult at risk: anyone over 18 who is unable to care for themselves; unable to protect themselves from significant harm or exploitation; or may need community care services.

The Facilities: The facilities owned and managed by Preston Parish Council, and referred to in this policy are:



- Preston Village Hall, including the kitchen and the garden (together “the Facilities”).
- The Pavilion and Recreation Ground

The Pavilion and Recreation are regularly hired by Preston Cricket Club in the summer months. The Club has its own safeguarding policy which reflects the membership and issues appropriate to cricket for adults and children.

Preston Parish Council maintains and administers the hire of the Facilities. It provides the Facilities for use by both the residents of the Parish of Preston and other local areas, including children, young people and adults at risk.

4. Aims:

The aim of this policy document is to guide members of the Village Hall Committee, hirers and volunteers should any child protection issue or any issues with adults at risk arise during their work.

Types of Abuse

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Financial abuse
- Discriminatory abuse
- Domestic abuse
- Modern slavery
- Radicalisation

5. Responsibilities & Procedures:

Ita Leaver has been designated as the Safeguarding Officer, The Deputy Safeguarding Officer is Lisa Lathane. Their responsibilities will include:

- Ensuring that participants are appropriately briefed before any Village Hall booking involving minors or vulnerable people;



- Ensuring that Committee members are aware of the risk they may face in certain circumstances whilst carrying out their duties;
- Ensuring that, whilst Committee members are unlikely to be involved with minors during the performance of their duties, they are mindful of the risk they face;
- Ensuring that before any staff, volunteers, hirers or trustees are recruited to work with minors and vulnerable persons on behalf of the Committee they:
 - Complete application forms
 - Are interviewed and two references taken up
- Decisions on whether any person should be DBS checked will be made by the Safeguarding Officer following a risk assessment.
- All new Committee members are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.
- This organisation is committed to fair recruitment practices and complies with the Rehabilitation of Offenders Act 1974. Applicants are not required to disclose convictions that are considered 'spent' under the Act, unless the role is exempt from the Act due to its nature (e.g. working with children or vulnerable adults).
- For roles that are exempt, all convictions—spent and unspent—must be disclosed and will be considered in line with safeguarding responsibilities. A criminal record will not necessarily be a barrier to employment; decisions will be made on a case-by-case basis, taking into account the nature of the offence, its relevance to the role, and the safeguarding of children and vulnerable adults.

Preston Parish Council recognises that safeguarding is not restricted to deliberate harm but includes health and safety, first aid and meeting the needs of those with medical conditions. The Committee recognises that safeguarding can include a wide range of issues such as bullying, cyberbullying, racist and homophobic bullying as well as extremist behaviour and radicalisation.

The Committee agrees that:

- Members, hirers and volunteers will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising minors.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times – no revealing clothing or items of clothing with inappropriate language on, sexual tattoos on show.



- o Ensure that accidents are recorded in an accident book kept in the kitchen.
 - o Never do anything of a personal nature for a young person
- Keep records in an incident book held by the Safeguarding Officer of any allegations a young person may make to any committee member, hirer or volunteer.
- If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Committee for further action as appropriate and future risk assessment.
- All reports of an allegation to the Safeguarding Officer or Village Hall Committee should be dealt with in full confidence.
- Facilities offered by the Village Hall Committee are checked on a regular basis and at least annually.
- Sharing information about child protection and good practice with partner organisations, Preston Parish Council, hirers, volunteers, parents and carers.
- In the event of a contractor, working directly for the Village Hall Committee, being deemed to be working in any area where children or adults at risk may be at risk, then that contractor will be asked to provide their Safeguarding Policy.
- Any organisation which may make contact with minors or adults at risk shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of the Village Hall facilities.

Preston Parish Council accepts that the prevailing attitude should be 'it can happen here' and this underpins its approach.

6. Training

- The Safeguarding leads will receive full safeguarding training every 2 years with regular annual updates.
- Safeguarding leads will train all Cllrs face to face.
- Cllrs and staff will receive policy updates, briefing on new risks, case reviews or lessons learned and changed in legislation and / or local procedures annually.



7. Safeguarding Reporting Procedure:

Procedures to be followed if a safeguarding incident is disclosed are:

- Stay calm and listen carefully.
- Reassure the person that they have done the right thing in making a disclosure.
- If deemed an emergency call 999.
- Do not investigate or ask leading questions.
- Make clear that the Safeguarding Officer for Preston Parish Council must be informed.
- On no account suggest that the disclosure can remain a secret.
- Inform the named Safeguarding Lead as soon as possible who will take further action including alerting social services.
- Make a written record of the allegation as soon as possible including the nature of the allegation, whether the complaint is being made by a victim or a witness. Include details of names, addresses and phone numbers. If the family is aware of an allegation make this clear in your report.
- Maintain strict confidentiality and give your report to the Preston Parish Council Safeguarding Officer who will take action. Sign and date your report and do not make copies.

In regard to allegations against staff, volunteers or trustee members the above should be adhered to. The following must also take place:

- Consider whether the individual should be suspended, redeployed or have their duties adjusted.
- Maintain strict confidentiality, sharing information only on a need-to-know basis
- Following investigation take appropriate disciplinary action if required.
- Consider referral to the Disclosure and Barring Service (DBS)
- Review safeguarding procedures to identify learning

The safety and welfare of children and adults at risk will be the primary consideration at all times.

Parents / carers will be informed of allegations made:

- After initial consultation with the DSL



- Once it is safe and appropriate to do so

As advised by:

- Children's Social Care
- The police
- The Local Authority Designated Officer (LADO), if relevant

Consideration should be given as to whether informing parents / carers would:

- Put the child at greater risk of harm
- Interfere with a police investigation
- Lead to evidence being destroyed
- Increase risk to other children

8. Declaration:

Preston Parish Council is fully committed to safeguarding the well-being of children and adults at risk by protecting them from physical, sexual, emotional harm and neglect.

All members of Preston Parish Council should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Village Hall activities.

Safeguarding complaints or queries can be directed to the Safeguarding Officer of Preston Parish Council at clerk@prestonherts-pc.gov.uk.

- Contact details for reporting concerns about an adult at risk can be made here: [Local Authority Children's or Adults' Services](#)
- Contact details for reporting concerns about a child can be made here: [Hertfordshire Safeguarding Children Partnership \(HSCP\)](#)
- In an emergency situation please call the police on 999.

This policy has been drawn up on the basis of current law and guidance that seeks to protect children, young people and adults at risk, namely:

- Children's Act 1989



- United Nations Convention of the Rights of the Child 1991
- Safeguarding Policy, Procedure and Guidance – GDPR Amendments
- The Care Act 2014
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) 2014

The policy will be reviewed annually. Should legislation change and / or further best practice advice is received, it will be reviewed at the earliest opportunity thereafter.

Signed by Chair of the Preston Parish Council

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Dated: