

# RISELEY

## PARISH COUNCIL

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### Children and Young People Safeguarding Policy

**Adopted:** 21/05/2026

**Review Date:** May 2027

**Policy Owner:** Riseley Parish Council

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#### 1. Introduction

Riseley Parish Council is committed to creating and maintaining a safe and positive environment for children and young people within the community.

The Parish Council recognises its responsibility to safeguard and promote the welfare of children and young people when carrying out its activities, services, events, projects, and responsibilities.

This policy sets out the Parish Council's commitment to safeguarding and the procedures that should be followed where concerns arise.

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#### 2. Purpose of the Policy

The purpose of this policy is to:

- Protect children and young people who participate in, attend, or are affected by Parish Council activities
  - Provide councillors, volunteers, contractors, and staff with guidance on safeguarding responsibilities
  - Promote good practice and appropriate conduct
  - Ensure concerns regarding children's welfare are taken seriously and reported appropriately
  - Support compliance with safeguarding legislation and guidance
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#### 3. Scope of the Policy

This policy applies to:

- Parish Councillors
- The Parish Clerk and any employees
- Volunteers working on behalf of the Parish Council

- Contractors engaged by the Parish Council where relevant
- Community groups operating in partnership with the Parish Council

This policy applies whenever Parish Council activities involve children or young people directly or indirectly.

For the purposes of this policy, a child or young person is anyone under the age of 18.

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#### **4. Safeguarding Principles**

Riseley Parish Council believes that:

- The welfare of the child is paramount
  - All children and young people have the right to protection from abuse, harm, neglect, and exploitation
  - Safeguarding is everyone's responsibility
  - All concerns and allegations should be taken seriously and responded to appropriately
  - Children and young people should be able to participate in activities safely and without fear
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#### **5. Parish Council Responsibilities**

Riseley Parish Council will:

- Promote a safe environment for children and young people
  - Ensure safeguarding considerations are included in relevant activities and events
  - Respond appropriately to safeguarding concerns
  - Work with partner organisations and statutory agencies where necessary
  - Ensure this policy is regularly reviewed and updated
  - Encourage councillors and volunteers to undertake safeguarding awareness training where appropriate
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#### **6. Designated Safeguarding Lead**

The Parish Council shall appoint a nominated Safeguarding Lead.

##### **Designated Safeguarding Lead**

**Name:** Mrs Sam Langley

**Position:** Officer to Riseley Parish Council

**Contact Details:** 07977828153

The Safeguarding Lead will:

- Act as the main point of contact for safeguarding concerns

- Maintain confidentiality where appropriate
  - Liaise with relevant agencies if concerns arise
  - Ensure safeguarding concerns are documented appropriately
  - Support councillors and volunteers regarding safeguarding matters
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## **7. Recognising Abuse**

Abuse may take a number of forms, including:

### **Physical Abuse**

Deliberately causing physical harm or injury.

### **Emotional Abuse**

Persistent emotional maltreatment that affects a child's emotional development.

### **Sexual Abuse**

Forcing or enticing a child to take part in sexual activities.

### **Neglect**

The persistent failure to meet a child's basic physical and/or emotional needs.

### **Bullying or Exploitation**

Including online abuse, grooming, harassment, or exploitation.

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## **8. Reporting Safeguarding Concerns**


If a councillor, volunteer, employee, or contractor becomes aware of a safeguarding concern involving a child or young person, they must:

1. Remain calm and listen carefully
2. Avoid asking leading questions
3. Reassure the child that they have done the right thing by speaking up
4. Never promise confidentiality
5. Record the concern as soon as possible
6. Report the concern immediately to the Designated Safeguarding Lead

If a child is believed to be at immediate risk of harm, emergency services should be contacted immediately by dialling 999.

Where appropriate, concerns may also be referred to:

### **Bedford Borough Children's Services**

 01234 718700

## **Emergency Duty Team (Out of Hours)**

☎ 0300 300 8123

### **Police**

☎ 999 (Emergency)

☎ 101 (Non-Emergency)

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## **9. Confidentiality and Information Sharing**

Safeguarding information will be handled sensitively and shared only where necessary.

The Parish Council recognises that safeguarding concerns may require information to be shared with relevant agencies in order to protect a child or young person.

Records relating to safeguarding concerns will be stored securely and confidentially.

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## **10. Safer Working Practices**

Councillors, staff, and volunteers should:

- Treat all children and young people with respect
  - Avoid being alone with a child wherever possible
  - Avoid inappropriate physical contact
  - Use appropriate language and behaviour at all times
  - Challenge inappropriate or unsafe behaviour
  - Report concerns promptly
  - Ensure activities are properly supervised where required
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## **11. Events and Community Activities**

Where the Parish Council organises or supports events involving children and young people, consideration will be given to:

- Appropriate supervision levels
- Risk assessments
- Safe recruitment where necessary
- Emergency contact arrangements
- Health and safety requirements
- Suitability of venues and activities

Where activities are delivered by external organisations, the Parish Council may request copies of safeguarding policies and relevant insurance documentation.

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## 12. Photography and Social Media

Photographs of children and young people should only be used appropriately and responsibly.

Where photographs are taken at Parish Council events:

- Consent should be obtained where appropriate
- Images should not identify children by full name unless permission has been provided
- Images must never be used in a way that could place a child at risk

The Parish Council expects all social media communication relating to children and young people to remain appropriate and respectful.

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## 13. Allegations Against Councillors, Staff, or Volunteers

Any safeguarding allegation made against a councillor, employee, contractor, or volunteer must be taken seriously.

The matter should be reported immediately to the Designated Safeguarding Lead and, where appropriate, referred to the relevant safeguarding authority or police.

If the allegation concerns the Designated Safeguarding Lead, the matter should be referred directly to the Chairman of the Parish Council.

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## 14. Training and Awareness

The Parish Council will encourage safeguarding awareness training for councillors, staff, and volunteers where appropriate.

Safeguarding responsibilities will be discussed periodically to ensure awareness remains current.

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## 15. Policy Review

This policy will be reviewed annually or sooner if required by changes in legislation, guidance, or Parish Council activities.

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## 16. Adoption

This policy was adopted by Riseley Parish Council at a meeting held on:

**Date:** 21/05/2026

Signed:

**Chairman:** *D. Jowett*

**Clerk:** *S. Langley*

