



WEST HANNINGFIELD PARISH COUNCIL

Telephone: 07873 708275
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COMBINED SAFEGUARDING POLICY (CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS)

Re-Adopted with amendments: 13th April 2026

1. PURPOSE

West Hanningfield Parish Council ("the Council") is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Everyone has the right to participate safely in Council services and activities, regardless of age, disability, gender, race, religion, or background, and to be protected from harm, abuse, or exploitation.

2. LEGAL AND POLICY CONTEXT

This policy reflects the Council's responsibilities under safeguarding legislation and statutory guidance, including:

- Children Act 2004
- Care Act 2014
- Apprenticeships, Skills, Children and Learning Act 2009

The Council works in partnership with Essex County Council and local safeguarding boards to support safeguarding duties.

3. POLICY STATEMENT

The Council will promote the welfare and protection of children, young people and vulnerable adults by:

- treating all individuals with respect and dignity

- promoting a safe and welcoming environment
 - preventing abuse through good practice
 - ensuring concerns are taken seriously and acted upon promptly
 - ensuring safe recruitment practices where applicable
 - requiring contractors and partner organisations to have appropriate safeguarding arrangements
 - ensuring safeguarding responsibilities are understood by Councillors, staff and volunteers
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4. SAFE PRACTICE PRINCIPLES

The Council will:

- avoid situations where abuse or allegations could occur
 - ensure appropriate supervision where children or vulnerable adults are present
 - ensure concerns are reported without delay
 - ensure confidentiality is maintained appropriately, but never at the expense of safety
 - ensure safeguarding is considered in Council decision-making where relevant
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5. REPORTING CONCERNS

Any safeguarding concern must be reported immediately to:

Clerk to the Council (Designated Safeguarding Lead)

 clerk@westhanningfield-pc.gov.uk

 07873 708275

The Clerk will:

- assess the concern
- seek advice from relevant safeguarding authorities if required
- escalate to Essex safeguarding services where appropriate
- report serious matters to the Chairman of the Council

All concerns must be recorded.

Safeguarding concerns must not be treated as anonymous if they may be required for investigation or legal proceedings.

6. DEFINITIONS

Abuse

Abuse is a violation of a person's human or civil rights by another person. It may be:

- physical
- emotional
- sexual
- financial
- discriminatory
- neglect or omission
- institutional abuse

Abuse may be a single act or repeated behaviour.

Domestic Abuse

Domestic abuse is any incident or pattern of controlling, coercive, threatening, degrading or violent behaviour between people aged 16 or over who are or have been intimate partners or family members.

This includes coercive control, honour-based abuse, forced marriage, and other forms of interpersonal abuse.

Children and Young People

Anyone under the age of 18.

Vulnerable Adult

A person aged 18 or over who may be unable to protect themselves from harm due to age, illness, disability, mental health condition, or other vulnerability.

Safeguarding

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

7. TRAINING AND AWARENESS

The Council will ensure that Councillors, staff and relevant volunteers:

- understand safeguarding responsibilities
- are aware of how to identify concerns

- receive appropriate training relevant to their role
 - are aware of reporting procedures
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8. CONTRACTORS AND PARTNERS

Any organisation or contractor working for the Council must have appropriate safeguarding policies and procedures in place where relevant.

9. RECORDING AND CONFIDENTIALITY

All safeguarding concerns will be recorded securely.

Information will only be shared on a need-to-know basis and in line with safeguarding requirements.

10. REVIEW

This policy will be reviewed every two years or earlier if:

- legislation changes
 - guidance is updated
 - operational needs require revision
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11. CONTACT

All safeguarding concerns should be reported to:

Clerk to the Council
clerk@westhanningfield-pc.gov.uk
West Hanningfield Parish Council