

TOCKENHAM PARISH COUNCIL

SAFEGUARDING POLICY

in relation to Tockenham Play Park and Tockenham Village Shed (the Premises)


to be reviewed by 31 January 2026

DATE CREATED – 26th November 2025

DATES OF REVIEWS (Annual)

Current Safeguarding Reporting Officer.

Name: Councillor Julie Marshall

 07956 107239

1. Policy purpose

1.1 Purpose

This policy sets out how Tockenham Parish Council operates to safeguard Children and Young People and Vulnerable Adults in or at the Premises.

1.2 Principles

Tockenham Parish Council

- 1.2.1 recognises that Children, Young People and Vulnerable Adults have an equal right to protection from abuse.
- 1.2.2 recognises its duties under the Childrens Acts 1989 and 2004 (safety and care of children) and the Care Act 2014 (care and protection of adults who are at risk of abuse)
- 1.2.3 is committed to safeguarding Children, Young People and Vulnerable Adults when they are engaged in activities at the Premises.
- 1.2.4 is aware that safeguarding is the responsibility of everyone involved in the operation of the Premises and will make this policy available.
- 1.2.5 is aware of the work of Wiltshire Council Social Services and its Multi Agency Safeguarding Hub/ Integrated Front Door and other support organisations
- 1.2.6 requires all suspicions and allegations of abuse to be reported swiftly internally and externally in accordance with its procedure.

2. Definitions

Abuse: any form of physical emotional mental financial or sexual abuse including bullying or lack of care which leads to injury

Children and Young People (or Child and Young Person): persons under 18 years of age

Parent (or Carer): includes parents, carers and guardians of Children and Young Persons and Vulnerable Adults

Safeguarding Reporting Officer: The person appointed by Tockenham Parish Council to carry out the duties in 4.4 below

The Premises: means Tockenham Village play park and Tockenham Village shed.

Vulnerable Adults: persons over 18 years of age who have care and /or support needs by reason of mental health, disability, age or illness and is or may be unable to take care of themselves or is unable to protect themselves against abuse neglect harm or exploitation.

3. Policy

3.1 Tockenham Parish Council is committed to the protection and safety of Children Young People and Vulnerable Adults who use or enter the Premises.

3.2 Tockenham Parish Council will

*endeavour to keep Children Young People and Vulnerable Adults who use or enter the Premises safe from abuse.

*respond to suspicions of abuse promptly and appropriately.

* take all safeguarding concerns raised seriously and treat them with sensitivity.

*always act in the best interests of the relevant Child Young Person or Vulnerable Adult.

* endeavour to ensure the safety of Children Young People and Vulnerable Adults by reminding users of the Premises of their own safeguarding responsibilities.

4. Procedures

4.1 Tockenham Parish Council will review its Safeguarding risk assessment, this Safeguarding policy (and any supplemental Safeguarding procedures it may introduce) annually (and as soon as possible after any reported allegation of an incident of Abuse) and will promptly take any required steps to enhance safeguarding.

4.2 Tockenham Parish Council will require all Parish Councillors

* to confirm they will adhere to this Safeguarding Policy by signing a declaration. This procedure will be repeated if any new Safeguarding policy is issued.

*to undertake any appropriate safeguarding training offered by Wiltshire Council or other local safeguarding board/partnership.

* to work together to promote a culture which promotes safeguarding.

4.3 No Parish Councillor, or any helper or volunteer shall have unsupervised access to Children, Young People or Vulnerable Adults (to whom they are not related) unless appropriately vetted.

4.4 Tockenham Parish Council will appoint a Parish Councillor to be the Safeguarding Reporting Officer (in the absence of such person the Chair or Vice Chair of Tockenham Parish Council will fulfil the role) That person will be responsible for reporting ,as a matter of urgency, concerns which arise to the relevant safeguarding agency and following a report requiring a review of the Tockenham Parish Council Safeguarding risk assessment and this Safeguarding policy.

4.5 The Safeguarding Reporting Officer will take all suspicions or allegations of Abuse against Children, Young People or Vulnerable Adults seriously and deal with them promptly and appropriately. They will know who to contact and where to go for support and advice in relation to any allegation concern or complaint.

4.6 An allegation may relate to a person in contact with Children or Young People or Vulnerable Adults at the Premises who has

- behaved in a way that has harmed a Child or Young Person or Vulnerable Adult
- possibly committed a criminal offence against or related to a Child or Young Person or Vulnerable Adult

- Behaved towards a Child or Children or Young Person/s or Vulnerable Adult/s in a way that indicates they may pose a risk of harm to any such person

4.7 Action to take if a report of alleged Abuse is made to you

* stay calm.

*take the allegation seriously.

*Listen to what is being said and take notes to include dates, times and verbatim speech.

* DO NOT investigate. That is for other agencies to do.

*Advise the informant that you MUST pass the information on and you CANNOT keep anything secret.

* Tell the Safeguarding Reporting Officer and give them your notes. If the Safeguarding Reporting Officer is implicated, then tell the Chair or Vice Chair of Tockenham Parish Council who will act as Senior Reporting Officer.

4.8 Action to be taken by the Safeguarding Reporting Officer

As soon as possible after a report is made

*Take notes to include dates, times and verbatim speech.

*Ensure correct name and contact details are available of the Child/Young Person/Vulnerable Adult and their relevant Parent or Carer.

*Immediately contact the Social Services Department at Wiltshire Council (via Integrated Front Door). Ask for a duty officer and say you wish to discuss a matter of Child/Young Person/Vulnerable Adult protection.

Ask for and write down the name of the person you speak to.

Do not filter/water down or withhold any information.

Ask whether you need to inform anyone else or take any further steps.

- Prepare a confidential file and keep copies of all documents and a record of all conversations in it including the advice you receive from Social Services or any other agency.
- You MUST keep the file confidential so store it in a safe place with limited access to designated people only, so you do not breach data protection rules.
- Follow the advice from Social Services. Do not take any other action.
- Do NOT investigate at all. That is the responsibility of Social Services.
- If you are at all in doubt, ask Social Services for guidance.
- Your wellbeing is important too. If you are concerned the matter is adversely impacting on you tell the Chair or Vice Chair of Tockenham Parish Council who will liaise with Social Services as to how best to support you.
- At an appropriate time arrange a review of Tockenham Parish Council's safeguarding risk assessment and this policy.

4.9 Confidentiality

Allegations of abuse (substantiated or not) must NOT be discussed with anyone apart from those persons necessary in connection with the formal investigation.

4.10 Contact Details

Wiltshire Council (Social Services)

0300 456 0108 or e mail integratedfrontdoor@wiltshire.gov.uk

03004560100 -Out of hours service

Wiltshire Police 101 or in emergency 999

NSPCC Child Protection helpline 0808 800 5000

5. Photography

No photographs or recordings shall be taken by or on behalf of Tockenham Parish Council unless relevant General Data Protection Regulation Consent has first been obtained from the relevant Parent/s or Carer/s.

I have read and understood the Tockenham Parish Council Safeguarding policy (Tockenham Play Park and Tockenham Village Shed), and I agree to abide by it.

Signed: *D. Kirby*

Name (please print): Diana Kirby (Chair)

Dated: 26th November 2025