

Safeguarding Policy for Children and Adults at Risk

Adopted: July 2026
Minute Reference: F019



Contents

1.	Safeguarding Commitment	3
2.	Purpose	3
3.	Scope	4
4.	What This Policy Does Not Cover	4
5.	Legal Framework	4
6.	Definitions	4
7.	Roles and Responsibilities	5
8.	Recruitment, DBS Checks and Training	6
9.	Council Activities	7
10.	Hiring of Council Facilities	7
11.	Safe Working Practices	8
11.	Responding to Safeguarding Concerns.....	8
12.	Allegations Against Councillors, Employees or Volunteers	9
13.	Information Sharing and Confidentiality	10
14.	Record Keeping	10
15.	Whistleblowing	10
16.	Monitoring and Review	10
17.	Equality, Diversity and Inclusion	10
	Appendix A – Recognising Abuse and Neglect	11
	Appendix B – West Sussex Safeguarding Contacts	12
	Appendix C – Safeguarding Reporting Process	13

1. Safeguarding Commitment

Lancing Parish Council is committed to promoting a safe, welcoming and inclusive environment for everyone who uses its facilities, attends its activities or comes into contact with the Council through its services.

The Council recognises that safeguarding is everyone's responsibility and is committed to taking all reasonable steps to protect children and adults at risk from abuse, neglect, exploitation and harm.

Although Lancing Parish Council is not a statutory safeguarding authority, it acknowledges its duty to act appropriately where safeguarding concerns arise and to work cooperatively with statutory agencies, partner organisations and the wider community to promote the welfare of children and adults at risk.

The Council is committed to:

- promoting a culture where safeguarding is understood and taken seriously;
- providing safe premises and services;
- ensuring staff, councillors and volunteers understand their safeguarding responsibilities;
- responding appropriately to safeguarding concerns;
- working in partnership with relevant agencies where concerns arise;
- ensuring safeguarding arrangements are proportionate to the Council's activities and responsibilities.

The welfare of children and adults at risk will always be the Council's primary consideration when safeguarding concerns are identified.

Safeguarding at Lancing Parish Council

Lancing Parish Council is not a statutory safeguarding authority. However it recognizes that safeguarding responsibilities arise because it:

- Owns and manages a public building
- Hires facilities to community groups and private individuals
- Organizes holiday activities and community events
- Manages parks, recreation grounds and public open spaces
- Employs staff who regularly interact with members of the public
- Works with schools, youth organisations and community partners

This policy explains how safeguarding responsibilities apply within those activities.

2. Purpose

The purpose of this policy is to provide a clear framework for safeguarding children and adults and risk during activities connected to Lancing Parish Council.

The policy explains:

- the Council's safeguarding responsibilities;
- the responsibilities of councillors, employees, volunteers and contractors;
- how safeguarding concerns should be recognised and reported;
- safeguarding expectations for organisations and individuals hiring council facilities;
- arrangements for promoting safe working practices.

This policy should be read alongside the Council's other relevant policies including it's Health and Safety Policy, Equality, Diversity and Inclusion Policy, Hall Hire Terms and Conditions, Staff Handbook and Councillor's Code of Conduct.

3. Scope

This policy applies to:

- all elected councillors;
- all employees;
- volunteers;
- contractors working on behalf of the Council;

The policy also applies to activities organised or delivered by the Council, including:

- community events
- summer holiday activities
- engagement activities involving children or adults at risk
- meetings and consultations involving young people
- use of Council-owned buildings
- Council managed recreation grounds and public open spaces where staff may encounter safeguarding concerns.

The Council also expects organisations hiring Council premises to have appropriate safeguarding arrangements where their activities involve children or adults at risk.

Private hirers are expected to ensure appropriate supervision of children and adults attending their events.

4. What This Policy Does Not Cover

- 4.1 This policy does not make Lancing Parish Council responsible for supervising children attending private events held in Council buildings. Parents, guardians and event organisers remain responsible for supervising children attending private birthday parties, family celebrations or similar events.
- 4.2 Likewise, where schools, youth organisations, sports clubs, charities or other organisations hire Council facilities, responsibility for safeguarding participants remains with the organisation delivering the activity.
- 4.3 Nothing within this policy removes the Council's responsibility to report safeguarding concerns that become known to its councillors, employees or volunteers.

5. Legal Framework

This policy has been prepared having regard to current legislation and guidance including, but not limited to:

- Children Act 1989 and 2004
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012
- Human Rights Act 1998
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

The Council will review this policy where significant legislative or statutory guidance changes occur.

6. Definitions

- 6.1 **Child** – A child is anyone who has not yet reached their eighteenth birthday.
- 6.2 **Adult at Risk** – For the purpose of this policy, an adult at risk is a person aged 18 or over who:
- Has needs for care and support (whether or not those needs are currently being met)

- Is experiencing, or is at risk of, abuse or neglect
- As a result of those care and support needs is unable to protect themselves from abuse or neglect

6.3 **Safeguarding** – Safeguarding means protecting people’s health, wellbeing and human rights and enabling them to live free from abuse, neglect or exploitation.

Safeguarding includes:

- Preventing harm
- Identifying concerns
- Responding appropriately to concerns
- Promoting safe environments

6.4 **Abuse** – Abuse may take many forms and may include:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect
- Financial abuse
- Discriminatory abuse
- Domestic abuse
- Modern slavery
- Self-neglect (adults)
- Exploitation, including criminal and sexual exploitation

Definitions are provided in Appendix A.

7. Roles and Responsibilities

7.1 The Council

Lancing Parish Council has overall responsibility for ensuring that appropriate safeguarding arrangements are in place across its services, activities and facilities.

The Council will:

- Promote a culture where safeguarding is recognised as everyone’s responsibility
- Adopt and regularly review this policy
- Provide appropriate resources to support safeguarding arrangements
- Ensure safeguarding is considered when planning council activities and events
- Maintain safe council premises and public spaces

The Council’s role is to recognise, respond and refer safeguarding concerns. It is not the Council’s role to investigate allegations.

7.2 Safeguarding Lead Officer

The CEO/Clerk shall act as the Council’s Safeguarding Lead Officer.

The Safeguarding Lead Officer is responsible for:

- Receiving safeguarding concerns reported by councillors, staff and volunteers
- Maintaining confidential safeguarding records
- Seeking advice from appropriate safeguarding agencies where required
- Ensuring safeguarding policies remain current
- Promoting safeguarding awareness within the Council

7.3 Councillors

Councillors have a responsibility to:

- Familiarise themselves with this policy
- Promote a safe and respectful environment
- Report safeguarding concerns promptly

- Avoid placing themselves in situations where they are alone with children or adults at risk unless there are exceptional circumstances
- Maintain appropriate professional boundaries
- Undertake safeguarding awareness training where provided

Councillors should remember that they are not safeguarding professionals and must not investigate concerns themselves.

7.4 Employees

All employees have a responsibility to:

- Remain alert to safeguarding concerns
- Report concerns immediately
- Maintain confidentiality

Employees must never ignore concerns because they believe somebody else will report them.

7.5 Caretaking and Facilities Staff

Caretakers and facilities staff may regularly encounter hirers, visitors and members of the public using the council premises.

Their safeguarding responsibilities include:

- promoting safe use of council premises
- reporting safeguard concerns
- responding appropriately to emergencies
- reporting any unsafe situations involving children or adults at risk

Caretakers are not responsible for supervising activities organised by hirers.

7.6 Volunteers and Contractors

Volunteers and contractors working on behalf of the Council are expected to comply with this policy whenever they are carrying out Council business. Where volunteers or contractors undertake activities involving children or adults at risk on behalf of the Council, appropriate safeguarding arrangements will be considered before the activity takes place.

8. Recruitment, DBS Checks and Training

8.1 Recruitment

Lancing Parish Council is committed to safer recruitment practices appropriate to the roles it undertakes. The Council will ensure that recruitment processes are proportionate to the duties of each role.

8.2 Disclosure and Barring Service (DBS) Checks

The Council will only request DBS checks where permitted by legislation and where the duties of a role make such checks appropriate.

Not all councillors, employees or volunteers will require a DBS check.

The need for a DBS check will be determined by considering:

- The nature of the role
- Frequency of contact with children or adults at risk
- Whether contact is supervised
- Relevant statutory guidance

8.3 Training

Appropriate safeguarding training awareness will be provided for:

- Employees
- Councillors (where appropriate)

- Volunteers (where appropriate)

Additional training may be provided where staff have responsibilities for organising activities involving children or adults at risk.

Training records will be maintained by the Parish Clerk.

9. Council Activities

The Council occasionally organises activities that may involve children or adults at risk, including school holiday activities, community events or consultation exercises.

Where the Council organises such activities it will, where appropriate:

- Undertake suitable risk assessments
- Identify a responsible lead officer
- Ensure appropriate supervision arrangements
- Provide first aid arrangements
- Obtain emergency contact information where necessary
- Consider safeguarding as part of event planning

Safeguarding arrangements will always be proportionate to the activity being undertaken.

9.1 Youth Action Group

The Youth Action Group is a working group of Lancing Parish Council established to engage with young people, schools, youth organisations and community partners to better understand local issues and support positive opportunities for young people.

The group is not established to provide childcare or youth work services.

Where members of the Youth Action Group engage with children or young people:

- Activities should normally take place alongside teachers, youth workers, parents, carers or other responsible adults
- Councillors should avoid one-to-one meetings with children wherever reasonably practicable
- Meetings should take place in open and observable environments
- Safeguarding responsibility for children participating in activities organised by another organisation remains with that organisation
- Any safeguarding concerns identified during engagement must be reported in accordance with this policy

10. Hiring of Council Facilities

Lancing Parish Council welcomes a wide range of community use of its buildings and facilities. The Council recognises that safeguarding responsibilities differ depending upon the nature of the booking.

10.1 Community Organisations

Organisations hiring Council facilities to provide activities involving children or adults at risk are expected to:

- Have an appropriate safeguarding policy
- Ensure leaders are suitably trained where appropriate
- Undertake risk assessments for their activities
- Hold appropriate public liability insurance
- Comply with the Council's Hall Hire Terms and Conditions

Responsibility for safeguarding participants remains with the organisation delivering the activity.

10.2 Private Hirers

The Council welcomes private hire for birthday parties, family celebrations, christenings, wedding receptions and similar events. Responsibility for supervising children and adults at risk attending private events rests entirely with the hirer and accompanying parents, guardians or carers.

The Council does not provide supervision during private hire sessions and children should never be left unattended within Council buildings or grounds.

11. Safe Working Practices

All councillors, employees and volunteers are expected to maintain appropriate professional boundaries.

Good practice includes:

- Avoid unnecessary one-to-one situations
- Working in open, observable environments wherever possible
- Treating everyone with dignity and respect
- Using appropriate language at all times
- Reporting safeguarding concerns promptly
- Maintaining confidentiality
- Challenging inappropriate behaviour where safe to do so

Poor practice includes:

- Inappropriate physical contact
- Inappropriate communications through personal social media
- Sharing personal contact details unnecessarily
- Behaviour that could place either the individual or the Council at risk
- Ignoring safeguarding concerns

The Council recognises that safeguarding is supported through good judgement, professionalism and a culture in which concerns can be raised without fear of criticism.

11. Responding to Safeguarding Concerns

11.1 General Principles

All safeguarding concerns must be taken seriously. Anyone acting on behalf of the Council who becomes aware of a concern relating to the welfare of a child or an adult at risk has a responsibility to respond appropriately.

The Council's role is to:

- Recognise signs of possible abuse, neglect or exploitation
- Respond appropriately and calmly
- Record factual information calmly
- Refer concerns to the appropriate person or agency

The Council does not investigate safeguarding concerns. Investigations are the responsibility of the Police, Children's Social Care, Adult Social Care and other statutory agencies.

11.2 Recognising a Safeguarding Concern

Safeguarding concerns may arise through:

- Something a child or adult says
- Behaviour or appearance
- An injury
- Something witnessed by a councillor, employee or volunteer

- Observations made whilst carrying out council duties

Concerns may relate to abuse, neglect, exploitation, domestic abuse, criminal exploitation, self-neglect (adults), online abuse or any situation where a person appears to be at risk of significant harm.

11.3 If Someone Makes a Disclosure

If a child or adult at risks tells you something that causes concern:

You should:

- Remain calm
- Listen carefully
- Allow them to speak freely
- Reassure them they have done the right thing by telling someone
- Explain that you cannot promise to keep information secret if someone is at risk
- Record exactly what was said using the person's own words where possible
- Report the matter immediately

You should not:

- Ask leading questions
- Investigate what has happened
- Interrupt unnecessarily
- Make promises you cannot keep
- Confront an alleged abuser
- Discuss the matter with anyone who does not need to know

11.4 Immediate Risk

If a person is believed to be in immediate danger, or a crime has been committed, the police should be contacted immediately by dialling 999 and the Parish Clerk informed as soon as possible.

11.5 Non-Urgent Concerns

Where there is no immediate danger, concerns should be reported to the Safeguarding Lead Officer as soon as possible and on the same working day wherever practicable. The Lead Safeguarding Officer will determine whether advice or referral should be sought from the relevant safeguarding authority.

12. Allegations Against Councillors, Employees or Volunteers

Lancing Parish Council takes all allegations concerning the conduct of councillors, employees, volunteers and contractors seriously. Where an allegation suggests that a person acting on behalf of the Council may have:

- Harmed a child or adult at risk
- Committed a criminal offense against a child or adult at risk
- Behaved in a way that indicates they may pose a risk to others
- Behaved in a manner that raises safeguarding concerns

the allegation must be reported immediately.

Where the allegation concerns an employee, it should normally be reported to the Parish Clerk.

Where the allegation concerns the Parish Clerk, it should be reported directly to the Chair of the Council.

Where the allegation concerns the Chair of the Council, it should be reported to the Vice-Chair or, where appropriate, the relevant statutory safeguarding authority.

No member of the Council should attempt to investigate the allegation, and advice should be sought from the appropriate safeguarding authority and, where necessary, the Local Authority Designated Officer (LADO) in relation to allegations involving children.

Appropriate employment procedures and the Council's disciplinary procedures may also apply.

13. Information Sharing and Confidentiality

Safeguarding information is confidential and should only be shared with those who need to know. Information should be accurate, factual, relevant, recorded promptly and stored securely.

The Council recognises that data protection legislation does not prevent information being shared when it is necessary to safeguard a child or adult at risk.

Where information is shared, the reasons for doing so should be recorded.

14. Record Keeping

Good record keeping is essential. Safeguarding records should be factual, include dates and times, identify who was present, record actions taken and be signed and dated by the person making the record.

Records will be retained securely in accordance with the Council's data retention arrangements and access will be restricted to those with a legitimate need to know.

15. Whistleblowing

Employees, councillors and volunteers have a responsibility to raise concerns where they believe safeguarding practices are inadequate or where the conduct of another person gives rise to concern.

Individuals raising concerns in good faith will be supported by the Council and should not suffer detriment for reporting genuine safeguarding concerns.

Concerns may be raised through the Council's Whistleblowing Policy or directly with the Parish Clerk, Chair of the Council or appropriate statutory authority.

16. Monitoring and Review

This policy will be reviewed:

- Every three years
- Following significant legislative or guidance changes
- Following any significant safeguarding incidents involving the council
- Where lessons learned indicate amendments are required

The Parish Clerk will be responsible for monitoring implementation of this policy and recommending amendments where appropriate.

17. Equality, Diversity and Inclusion

Lancing Parish Council is committed to ensuring that safeguarding arrangements are fair, inclusive and accessible. Safeguarding concerns will be considered without discrimination in line with the Council's Equality, Diversity and Inclusion Policy.

Appendix A – Recognising Abuse and Neglect

Safeguarding concerns may arise in many different ways. Abuse can affect anyone regardless of age, gender, disability, ethnicity, religion or background. Abuse may consist of a single incident or repeated acts and may occur in any setting, including at home, within organisations or online.

The following are the main categories of abuse:

- **Physical abuse**
Physical abuse involves deliberately causing physical harm or injury. Examples include hitting, shaking, pushing, inappropriate restraint, misuse of medication, burning or poisoning. Possible indicators include unexplained injuries, fear of physical contact or inconsistent explanations.
- **Emotional or psychological abuse**
This is the persistent emotional ill-treatment which adversely affects a person's emotional wellbeing. Examples include intimidation, humiliation, bullying, coercive control, threats, isolation and cyberbullying. Indicators may include withdrawal, anxiety, loss of confidence or sudden changes in behaviour.
- **Sexual abuse**
Sexual abuse includes any sexual activity without consent or where a person lacks capacity to consent. Examples may include inappropriate touching, sexual assault, exploitation, grooming, indecent images or online exploitation.
- **Neglect**
Neglect is the ongoing failure to meet a person's basic physical or psychological needs. Examples include inadequate food, poor hygiene, failure to provide medical care, lack of supervision or unsafe living conditions.
- **Financial abuse**
Examples include theft, fraud, scams, misuse of money, coercion relating to finances or the misuse of benefits.
- **Domestic abuse**
Domestic abuse includes physical, emotion, sexual, financial and controlling behaviour between two people aged 16 or over who are personally connected.
- **Child Criminal Exploitation (CCE)**
Children being manipulated into criminal activity, included County Lines drug trafficking.
- **Child Sexual Exploitation (CSE)**
Children being manipulated or coerced into sexual activity in exchange for money, gifts, status or affection.
- **Self-Neglect (adults)**
Self-neglect occurs where an adult is unable or unwilling to care for their own health, wellbeing or living conditions.

Appendix B – West Sussex Safeguarding Contacts

Emergency

Police, Fire or Ambulance – 999

Non-emergency Police – 101

West Sussex Children's Services

Multi-Agency Safeguarding Hub (MASH)

Telephone: 03302 226664 (out of hours)
01403 229900

Email: WSChildrenservices@westsussex.gov.uk

West Sussex Adult CarePoint

Telephone: 01243 642121

Post: 2nd Floor The Grange
County Hall
Chichester
West Sussex
PO19 1RG

Online contact form: [How to get adult social care support - West Sussex County Council](#)

Local Authority Designated Officer (LADO)

For allegations against adults working with children.

Online contact form: [LADO Referral](#)

NSPCC Helpline: 08088 005000

Appendix C – Safeguarding Reporting Process

If you become concerned about a child or adult at risk

