

# Safeguarding Children and Vulnerable Adults – November 2025

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BUCKLESHAM PARISH COUNCIL

Ruth Johnson  
CLERK, BUCKLESHAM PARISH COUNCIL

**This policy should be read in conjunction with the flowchart for referral below**

## 1. Introduction

Children, young people and vulnerable adults have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents/carers choose for them.

Bucklesham Parish Council is committed to safeguarding children, young people and vulnerable adults and, where the Council may operate events, will ensure that members involved are adequately checked. Bucklesham Parish Council adopts the following policy in respect of safeguarding.

## 2. Our Policy

We will endeavour to keep children, young people and vulnerable adults safe from abuse, and suspicion of abuse will be responded to promptly and appropriately. We will act in the best interest of the child, young person or vulnerable adult at all times.

Bucklesham Parish Council will treat any concern made by a service user, employee, volunteer or child/vulnerable adult seriously and sensitively. Concerns cannot be raised anonymously and should be made in the knowledge that, during the course of any enquiries, the agency to which the referral was addressed will be made aware of the person(s) who raised concerns.

Bucklesham Parish Council will not tolerate harassment of any service user, employee, volunteer or child/vulnerable adult who raises concerns of abuse.

Children using the Council's facilities would be the responsibility of their parents. Any organised events which may be open to children and vulnerable adults will have appropriate staffing with the required credentials before proceeding.

Any organisation or group using Parish Council facilities for youth sports will be required to show proof of DBS or other valid checks before being allowed to commence activities.

No Member of the Council will be undertaking any planned activities which leave them alone with vulnerable individuals. If it is likely that such a scenario will occur then a full Disclosure and Barring Service (DBS) check will have to be obtained prior to the activity.

In the event that some events or organisations open to children or vulnerable adults do not satisfy the above requirements, then activities will be denied, but support will be given to the groups or organisations to assist them in attaining the necessary credentials to carry out their activities in the future.

### 3. Procedure

Any concerns will be brought to the attention of the Clerk who will report the concern to the Chair, or in their absence the Vice-Chair.

Those raising the concern must be made aware that the concern will be shared with appropriate people but will be treated in confidence as far as possible. Officers, employees and volunteers must not discuss the concern except with the designated officer and any agent of the organisation responsible for investigating the concern.

Please refer to the flowchart below and to the contact numbers given below:

- SCC Social Services Freephone 0808 800 4005
- Out of Office Hours Emergency Duty Team 01473 299 669
- Suffolk Constabulary 01473 613 500
- LSCB (Local Safeguarding Children Board): 01473 264 733  
<http://www.suffolkscb.org.uk/>
- Childline 0800 1111
- Age Concern Advice Line 0800 169 6565
- Senior line 0808 800 6565

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Adopted by the Parish Council at a meeting on: *12<sup>th</sup> November 2025*

Signed:

*Ruth Johnson*

Ruth Johnson  
Clerk

*Clive Lenton*

David Brinkley  
Chair

### Version Control

Date	Details	Next Review
<b>10<sup>th</sup> September 2020</b>	First Publication	September 2021
<b>1<sup>st</sup> September 2021</b>	Review & Amend Clerk's details	September 2023
<b>6<sup>th</sup> September 2023</b>	Review	September 2027
<b>12<sup>th</sup> November 2025</b>	Necessary review for grant application	September 2027

# Flowchart for Referral

## Concerns

Suspicion/allegation of abuse by: child disclosure, observation, report by another person, anonymous communication

RECORD Sign and Date

## Consult

Your organisation or group should have a policy for child protection. If appropriate, speak with the person nominated to be the child protection advisor/coordinator. All can speak informally with Children and Young People's Services **IMPORTANT: Any consultation should not delay a referral**

RECORD Sign and Date

## Action

DO NOT INVESTIGATE

Refer to Children and Young People's Services and/or Police. You or your 'coordinator' should make the referral. Parents and carers should be advised that you are doing this unless this might put the child at risk or cause any delay in referring

RECORD Sign and Date

## Confirm

DO NOT INVESTIGATE

Verbal referrals must be followed by a written referral within 24 hours

RECORD Sign and Date

## Commitment

You may be required to provide other information, as required

RECORD Sign and Date

## REMEMBER

DO NOT DELAY - CHILDREN'S SERVICES AND POLICE ARE ALWAYS AVAILABLE