



Old Woughton Parish Council Safeguarding Policy

Reviewed and adopted March 2026

1. Introduction

Old Woughton Parish Council (“the Council”) is committed to ensuring that its councillors, employees, volunteers, contractors, and members of the public can engage with Council business in a safe and secure environment. Although the Council does not routinely provide services to children or vulnerable adults, it recognises its responsibility to promote a culture of awareness and to take appropriate action if safeguarding concerns arise.

This policy sets out the Council’s approach to safeguarding and the steps that will be taken should an issue be identified.

2. Scope

This policy applies to:

- Parish councillors
- The Clerk and any other employees of the Council
- Volunteers acting on behalf of the Council
- Contractors representing the Council in public spaces

The policy covers any activity conducted in the name of Old Woughton Parish Council, including meetings, events, community engagement, or work in public areas.

3. Definitions

Children: Anyone under 18 years of age.

Adults at Risk: An adult who, due to age, disability, illness, mental health conditions, or life circumstances, may be less able to protect themselves from harm or exploitation.

Safeguarding: Taking reasonable measures to ensure that individuals, particularly those who may be at risk, are protected from abuse, exploitation, or neglect.

4. Council Responsibilities

Although the Council does not directly deliver care or support services, it will:

- Promote a culture where safeguarding concerns can be raised without fear or hesitation.
- Ensure councillors and staff understand how to report safeguarding concerns.

- Co-operate with statutory agencies (e.g., Milton Keynes City Council Adult & Children's Services, Thames Valley Police) where safeguarding issues are identified.
- Maintain clear reporting lines and record-keeping procedures for any concerns raised.

The Council does not undertake DBS checks unless required for a specific role or activity.

5. Types of Abuse

Councillors and staff should be aware of the broad categories of abuse, including but not limited to:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect
- Financial exploitation
- Domestic abuse
- Discriminatory abuse

No member of the Council is expected to investigate allegations—only to report concerns through the correct channels.

6. Reporting a Safeguarding Concern

Immediate Risk

If someone is in immediate danger, call 999.

Non-Emergency Concerns

Any concern relating to the potential abuse, neglect, or exploitation of a child or vulnerable adult must be reported to the Parish Clerk as the designated safeguarding point of contact.

If the concern relates to the Clerk, it should be reported directly to the Chair of the Council.

External Agencies

Concerns should also be reported to:

Milton Keynes City Council

- Children's Services: 01908 253169 / 253170
- Adult Social Care: 01908 253772

Thames Valley Police (non-emergency): 101

The Council will always cooperate fully with the relevant authorities.

7. Confidentiality & Record Keeping

All safeguarding concerns must be recorded factually and stored securely by the Clerk.

Information is shared on a need-to-know basis only, and always in line with data protection legislation.

Records will include dates, times, observations, and actions taken.

8. Training

Given the Council's limited interaction with children and vulnerable adults, formal safeguarding training is not mandatory. However, councillors and staff will:

- Remain aware of safeguarding responsibilities.
- Review this policy every four years, or sooner if legislation or circumstances change.
- Attend training opportunities where appropriate (e.g., local authority briefings).

Review History

March 2026	New policy adopted
------------	--------------------