



Stokenchurch Parish Council

Longburrow Hall, Park Lane
Stokenchurch, High Wycombe
Bucks HP14 3TQ

SAFEGUARDING POLICY

1. Purpose

Stokenchurch Parish council (hereinafter referred to as “**the council**”) is committed to protecting children, young people and adults who may be vulnerable to abuse, neglect or harm.

The Council will take reasonable steps to ensure that its facilities, activities and events are safe and that any safeguarding concerns are dealt with appropriately.

2. Who this policy applies to

This policy applies to Parish Councillors, Council employees, volunteers, contractors and, where appropriate, organisations using Parish Council facilities.

3. Safeguarding concerns

Safeguarding concerns may include:

- Physical abuse
- Sexual abuse
- Emotional or psychological abuse
- Neglect
- Financial abuse
- Domestic abuse
- Exploitation
- Discrimination
- Grooming or inappropriate behaviour

A concern does not need to be proven before it is reported.

The Council will not investigate safeguarding allegations itself. Concerns will be passed to the appropriate authority.

4. Reporting a concern

Safeguarding Leads for Stokenchurch Parish Council:

Robin Thomas - Chairman

Barry Hemsley - Parish Clerk

If someone is in immediate danger, call **999**.

For safeguarding concerns in Buckinghamshire:

Children and young people:

01296 383 962

Adults at risk:

0800 137 915

Outside normal working hours, urgent safeguarding concerns can be reported through **0300 131 6000**.

Concerns involving possible criminal behaviour should also be reported to the police.

5. If someone tells you they are being abused

Anyone receiving a disclosure should:

- Listen calmly.
- Take the concern seriously.
- Allow the person to explain in their own words.
- Avoid leading questions.
- Do not promise to keep the information secret.
- Make a factual note of what has been said.
- Report the concern to the appropriate authority.

The person receiving the disclosure should not attempt to investigate the matter themselves.

6. Council facilities

Safeguarding will be considered when managing Council facilities and activities, including community halls, parks, open spaces, events and other Council services.

Where appropriate, the Council may ask organisations hiring its facilities to provide evidence of suitable safeguarding arrangements.

Organisations using Council facilities remain responsible for safeguarding the people participating in their own activities.

7. Children and young people

Where Council activities involve children or young people, appropriate measures will be taken to ensure they are properly supervised and protected.

Where required, appropriate DBS checks and safeguarding arrangements will be considered.

8. Adults who may be vulnerable

The Council recognises that some adults may be particularly vulnerable to abuse, neglect or exploitation.

Concerns about an adult should be reported to Buckinghamshire Council's adult safeguarding service using the contact details in this policy.

9. Photography and social media

Appropriate consent should be obtained before identifiable photographs of children are taken or published by the Council.

Care should be taken not to publish unnecessary personal information about children.

10. Confidentiality

Safeguarding concerns should be treated sensitively.

Information should only be shared with those who need it in order to protect someone from harm or deal with the concern appropriately.

Safeguarding information must be handled in accordance with the Council's data protection and GDPR requirements.

11. Records

Where a safeguarding concern is reported, a factual record should be made of:

- What happened or was reported.
- When and where it happened.
- Who was involved, where known.
- What action was taken.
- Who the concern was reported to.

Records should be kept securely.

12. Contractors and volunteers

Where contractors or volunteers are working on behalf of the Council, appropriate safeguarding arrangements will be considered where their role involves contact with children or adults who may be vulnerable.

13. Review

This policy is effective from the **12th October 2026** and will be reviewed annually or sooner if there are changes to legislation, guidance or Council activities.

Safeguarding Contacts

Emergency: 999

Buckinghamshire Council – Children's Safeguarding:
01296 383 962

Buckinghamshire Council – Adult Safeguarding:
0800 137 915

Out of hours urgent safeguarding:
0300 131 6000

Police non-emergency:
101

Buckinghamshire Local Authority Designated Officer (LADO):
01296 382 070
lado@buckinghamshire.gov.uk

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