

Safeguarding Procedure

Purpose

Forrabury & Minster Parish Council is committed to protecting all children, young people (under 18) and vulnerable adults who live in or visit the village. Although councillors do not routinely work with these groups, they must act appropriately if a concern is raised.

1. Key Responsibilities of Councillors

- Maintain appropriate behaviour at all times.
- Follow established safety and security rules for children and vulnerable adults.
- Follow procedures if suspicion, disclosure, or allegations of abuse occur.
- Remember the position of trust held as a councillor.

2. What Safeguarding Means

Safeguarding involves protecting individuals from:

- **Physical abuse** – hitting, burning, choking, biting.
- **Sexual abuse** – involvement in sexual activities, grooming, trafficking.
- **Neglect** – lack of adequate food, clothing, shelter, care.
- **Emotional abuse** – exposure to ill-treatment, e.g., domestic violence.

3. If Someone Approaches You With a Concern

Follow the **Code of Behaviour**:

Do

- Put this code into practice.
- Treat everyone with dignity, respect and equally.
- Set a good example.
- Listen carefully; repeat their words if necessary.
- Reassure them and affirm they did the right thing.
- Record details immediately (facts only).
- Ensure more than one adult is present when possible.
- Advise who they can speak to for further help.
- Make others aware of the Council's protection procedures.
- Remember actions can be misinterpreted—protect yourself.

Do Not

1. Ask leading questions or try to investigate.
2. Pass judgement on what you are told.
3. Delay reporting the concern.
4. Make promises you cannot keep.
5. Rely solely on your good reputation for protection.

4. Reporting Concerns

Report **immediately** to: **Cornwall Council Children & Adult Safeguarding Services**
(Information available on Cornwall Council website)

If applicable also report to:

Forrabury & Minster Parish Council Safeguarding Lead

- Parish Clerk: **01840 230609**
- Email: clerk@forraburyminsterparishcouncil.org.uk

Both councillors and the Clerk must escalate issues to the relevant authority without delay.