



Fakenham Town Council

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## Safeguarding Policy

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### 1. Introduction

Fakenham Town Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Although the Council does not directly provide services to children or vulnerable adults, staff and councillors may encounter them during their duties, particularly in parks, playgrounds, and public spaces, or through occasional work experience placements. This policy outlines how the Council will minimise risks and respond appropriately to any safeguarding concerns.

### 2. Scope

This policy applies to:

- All Council employees
- Councillors
- Contractors working on behalf of the Council
- Volunteers
- Work experience students

### 3. Definitions

**Child / Young Person:** Anyone under the age of 18.

**Vulnerable Adult:** A person aged 18 or over who may need community care services due to disability, age, illness, or other circumstances and may be unable to protect themselves from harm.

**Safeguarding:** Protecting the health, wellbeing, and human rights of individuals to ensure they live free from abuse, harm, and neglect.

### 4. Council Responsibilities

As the Council does not directly provide services to children or vulnerable adults, its safeguarding responsibilities are limited to:

- Ensuring staff understand their safeguarding responsibilities
- Minimising opportunities for unsupervised contact
- Reporting concerns to appropriate authorities
- Providing a safe working environment where members of the public may be present

### 5. Grounds and Outdoor Staff

Grounds staff may encounter children and young people while working in parks, playgrounds, and open spaces. Staff should:

- Avoid initiating unnecessary contact with children or young people
- Not supervise or take responsibility for children
- Avoid being alone with a child where possible
- Always maintain professional boundaries
- Report any safeguarding concerns immediately
- Never take photographs of children or young people

If approached by a child seeking help, staff should:

- Remain in a public/open area
- Offer reassurance where appropriate
- Contact emergency services if required
- Report the incident to the Clerk

## **6. Office Staff and Work Experience Students**

The Council may host a work experience student for administrative duties, typically yearly. When hosting a student, the Council will:

- Ensure the student is supervised at all times
- Allocate a named supervisor
- Avoid one-to-one closed-door working where possible
- Provide a clear programme of work
- Ensure appropriate conduct and professional boundaries

No regulated activity is undertaken, and therefore enhanced DBS checks are not normally required. However, the Council will review requirements where appropriate.

## **7. Reporting Concerns**

All staff and councillors have a responsibility to report safeguarding concerns.

If a safeguarding concern arises:

1. Ensure immediate safety where possible
2. Report to the Clerk
3. Record the concern as soon as possible
4. The Clerk will refer to appropriate agencies where required

If the Safeguarding Lead is unavailable, concerns should be reported to:

- Local Authority Safeguarding Team
- Police (if immediate risk)

Emergency: 999 Non-emergency Police: 101

## **8. Confidentiality**

Safeguarding concerns must be treated confidentially. Information will only be shared on a need-to-know basis and in accordance with data protection legislation.

## **9. Training**

The Council will:

- Provide basic safeguarding awareness to relevant staff
- Refresh training periodically

***Reviewed at Governance & Finance Committee 21<sup>st</sup> April 2026***

***Ratified at Full Council 29<sup>th</sup> April 2026. Due for review 2029***