

Chelmsford Garden Community Council Safeguarding statement

Introduction

Chelmsford Garden Community Council (CGCC) currently does not provide any service or activity to the general public or otherwise that would result in employees, Councillors, Contractors or volunteers having regular contact with children or vulnerable adults.

In the event that the Council does take on any such service or activity, it is acknowledged that a full safeguarding policy and processes will be required to be put into place.

For the sake of full clarification and certainty this statement sets out the position and how events that involve children and/or vulnerable adults will be managed.

Requirements

Abuse is behaviour towards a person that deliberately or unknowingly cause him or her harm, endangers life or violates their rights.

Legislation requires that certain roles involving persons having regular contact with children and vulnerable adults may only be carried out by persons who have been DBS checked to an appropriate level. If in doubt the Government DBS checker may be used for clarification.

At present CGCC does not run any such activities or provide services that would require such checks to be carried out. However, CGCC is mindful of the general duty to protect children and young people and vulnerable adults thus has set out the following procedures

Requirements

Meetings

Staff and Councillors attend meetings of full Council, committees and with Community Groups and residents. No Councillor shall remain in a room alone with any child or vulnerable adult who is not supervised by a parent or carer and in the event that a member of staff or Councillor finds themselves in a one on one situation they shall leave the room.

Activities and events

For all activities and events hosted by the Council, where children and/or vulnerable adults will be present, it will be made clear within risk assessment procedures and by way of communication to those in attendance, that no person connected to this Council whether it be Councillors, employees, volunteers or contractors shall be responsible for or supervise or have contact alone with any child or vulnerable adult.

The responsibility for any children or vulnerable adult attending an event will be either the parents, teachers or youth group leaders. It shall be made clear that no person connected to this Council shall be responsible for any child or vulnerable adult and will decline to be left in sole charge of them. School or youth group leaders will be required to sign a declaration that they are solely responsible for the care of those young people and will make all necessary arrangements for their safety in attending the event.

All persons acting as stewards or volunteering in any capacity at the event will be provided with a clear description of their role including a statement to make it clear that they will not be required to have sole responsibility for or contact alone with any child or vulnerable person.

Any contractor providing services such as communications, stewarding and/or security will also be provided with a clear description of their role together with an explanation that they will not be required to have sole responsibility for or contact alone with any child or vulnerable person. A question will also be asked as to the safeguarding arrangements of the organisation generally.

Events provided by third parties

In the event that the Council provides or collaborates in relation to the provision of activities for children by a third party (e.g. Play in the Park) it will be a requirement that the organisation providing that activity shall confirm that the providers are DBS checked and that appropriate safeguarding procedures are in place.

Reporting concerns

If a Councillor or member of staff witnesses an incident of abuse or receive a report of abuse whilst attending a CGCC event then the following procedures shall apply:

1. If a child or vulnerable adult is in immediate danger or in need of urgent medical attention then the person witnessing the situation shall immediately dial 999 and report the issue to the Police and if need be the ambulance service. A note of the incident should be provided to the Executive Officer to be kept with the Council's records.
2. Non-urgent issues which may be considered abuse, should also be reported to the Police by the person witnessing the incident and may also be reported to the Essex County Council safeguarding team. A note of the incident should be provided to the Executive Officer to be kept with the Council's records.
3. In the case where there is an issue that does not constitute abuse but still raises a safeguarding concern, it shall be reported to the Executive Officer and the Chairman of CGCC who shall either make an urgent decision in relation to the management of the issue or refer the matter for consideration by the Council.

Data Protection

Care should be taken to comply with the terms of the CGCC Data Protection Policy provided always that section 11(2) of the Data Protection Act permits the release of personal information in relation to an alleged criminal offence by way of reporting it to the Police.

This statement was approved at the Council meeting held on 4th July 2024.

Date of review: May 2026