



People Management: Policy on safeguarding

Date of issue: April 2026
Author: Natalie Webster, People Manager
Saved at: Safeguarding / Policy and guidance
Review due: Feb/Mar 2027

Our Values: Care – Enjoy – Pioneer

1. Introduction

- 1.1 The Authority provides a variety of services for children, young people and vulnerable adults in order to increase awareness, understanding and enjoyment of the special qualities of the National Park.
- 1.2 We believe that it is always unacceptable for any individual, and in particular for children, young people and vulnerable adults, to experience abuse of any kind. We recognise our responsibility to protect and safeguard their welfare by having a commitment to practice which protects them. We are also aware that employees working with, or in the vicinity of young people, are vulnerable to having allegations of abusive, illegal or improper conduct made against them.

2. Aims

The purpose of this policy is to provide protection for children and vulnerable adults who receive our services. It is supported by guidance to provide clear and practical advice on working with children, young people and vulnerable adults whilst minimising the risk of allegations being made against them. The policy is further supported by procedures which should be adopted if there is suspicion that a child or vulnerable adult may be experiencing, or be at risk of, harm.

3. Scope

This policy applies to our workforce, including Members, employees, casual workers, volunteers, agency staff, students, or anyone working on behalf of the Authority.

4. Definitions

- 4.1 **Child / children** refers to any person(s) under the age of 18.
- 4.2 **Teacher** means the responsible adult in charge of a group of children or vulnerable adults.
- 4.3 **Guardian** includes parents, relatives or the person responsible for the child.
- 4.4 **Vulnerable adult** is someone aged 18 or over who:
 - Is, or may be, in need of community services due to age, illness or a mental or physical disability.
 - Is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.
- 4.5 **Designated Safeguarding Officer (DSO)** is the person who is primarily responsible for managing and reporting concerns about children within an organisation.
- 4.6 **Deputy DSO** trained to the same standard as the DSO.

5. Our commitment

5.1 We safeguard children and vulnerable adults. Specifically, we:

- Adopt safeguarding guidelines throughout our procedures and make clear the standards of conduct expected of our workforce when engaged in a professional activity.
- Recruit staff and volunteers safely, ensuring all necessary checks are made.
- Share information about child protection and good practice with children, parents/guardians and staff/volunteers.
- Respond swiftly to all suspicions or allegations of abuse.
- Provide effective management for staff through supervision, support and training

6. Responsibilities

6.1 Members of the Authority:

- There is a legal duty of care to provide a safe environment when children and vulnerable adults access our services.
- Ensure that our policy and practices reflect this duty and review the operation of the associated documents on an annual basis.

6.2 People Team

- The Designated Safeguarding Officer is the People Manager.
- Develop policies and procedures to safeguard children and vulnerable adults and assist line managers in applying these in practice.
- This policy is provided to all relevant staff and volunteers at induction along with the Guidance on safeguarding document which sets out our standard of conduct.

6.3 Managers

Put in place measures to minimise the risks to children and vulnerable adults. Managers must familiarise themselves with the guidance for staff working with children and vulnerable adults. In particular, line managers must ensure that they take steps to safeguard children and vulnerable adults by:

- Identifying posts and roles which require disclosure and barring checks.
- Ensuring that the right people are recruited to designated posts.
- Identifying training needs for those staff in designated posts.

6.4 Everyone

This policy applies to the whole workforce who act on behalf of the Authority and who come directly into contact with children or vulnerable adults. Every individual has a duty to report any concerns that they may have about inappropriate behaviour towards children and vulnerable adults from anyone they work with. This may not be behaviour linked to child abuse but that pushes the boundaries beyond acceptable limits and our guidelines for behaviour. Such behaviour may be

APPENDIX 1

witnessed by our own staff or volunteers, or individuals we come into contact with through work. Any concerns relating to safeguarding children must be reported to the DSO or appropriate authorities. Any information disclosed to the DSO is treated in confidence and only passed on to appropriate employees or professionals.

7. Complaints procedure

7.1 Any complaints relating to the mis-implementation of this policy should be directed through the procedure available at [Complaints procedure: Peak District National Park.](#)

8. Relevant legislation and links to other policies and guidance

8.1 Relevant legislation:

- Working Together to Safeguard Children (2024)
- Data Protection Act 2018
- General Data Protection Regulation 2018
- Equality Act 2010
- Children Act 2004
- Employment Act 2002
- Work and Families Act 2006
- Employment Rights Order 2006
- Employment Relations Act 2004
- Trade Union and Labour Relations (Consolidation) Act 1992

8.2 This policy should be read in conjunction with specific guidance on working with children and other policies and procedures covering equal opportunities, code of conduct, confidential reporting, discipline, learning and development and with the following:

- Guidance on Safeguarding
- Equality diversity and inclusion policy
- Employee performance reviews guidance
- Our Values (Oct 2020)
- Recruitment and selection guidance