



SAFEGUARDING POLICY

Northstowe Town Council



DECEMBER 20, 2022
NORTHSTOWE TOWN COUNCIL

DECLARATION

Northstowe Town Council is committed to the health, wellbeing and safety of all minors and vulnerable adults who are resident or visiting the parish.

The Town Council is committed to ensuring that minors and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council, protecting them from any physical, sexual and emotional harm and any neglect including cyber bullying, sexting and peer on peer abuse.

Safeguarding children and vulnerable adults is **everyone's** responsibility. All staff and all members of Northstowe Town Council are to be proactive in providing a safe environment for children and vulnerable people who are involved in Town Council activities.

Northstowe Town Council will review this policy annually.

TO WHOM THIS POLICY APPLIES

- This policy applies to anyone working for or on behalf of Northstowe Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.
- It also applies to any individual using Northstowe Town Council facilities for the purpose of delivering any service to, or including, children, young people or vulnerable adults.

POLICY AIM

The aim of this policy is to guide Members and Staff of the Town Council to prevent any child protection issue or any issue with vulnerable adults arising during their work.

DEFINITIONS

Minors/ Children and young people: Anyone under the age of 18 years.

Vulnerable Adult: Anyone over 18 who is:

- Unable to care for themselves;
- Unable to protect themselves from significant harm or exploitation; or
- Or may be in need of community care services.

RESPONSIBILITIES AND PROCEDURES

All Staff, Members and Volunteers will be responsible in ensuring that;

- Everyone is aware of this Safeguarding Policy, safeguarding expectations and good practice (such as the [nine steps to safer practice](#), as promoted by the NSPCC).

- All facilities, services and activities offered by the Town Council are designed and maintained to limit risks to minors and vulnerable adults, and that regular safety assessments are carried out.
- Risk assessments are carried out before any Council-led activity, event or service takes place.
- Safeguarding Leads are safely recruited, trained, and DBS checked where needed.
- Anyone not eligible for an enhanced DBS check cannot have unsupervised contact with children.
- Before any Town Council-organised event which will, or may, have children or vulnerable persons, participants are appropriately briefed by the Designated Safeguarding Lead.
- Safeguarding Leads properly supervise activities and supervise other volunteers.
- All who are to be involved with children or vulnerable adults during the performance of their duties are mindful of the risk they may face whilst carrying out their duties, taking care to never place themselves in a vulnerable position with a child or vulnerable adult.
- Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities (e.g., any adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks, and this should be clear from their own Safeguarding Policy).
- All contractors, community or other organisations provide their Safeguarding Policy, where they are working directly for the Town Council or providing activities or services towards a Council-led activity or service, and where they are deemed to be working in any area where children or vulnerable adults may be at risk.
- Attendees at functions are aware that parents or guardians are responsible for their children's safety and that they need to be accompanied and supervised by a parent or guardian at all times (unless they have made a direct arrangement with the Safeguarding Lead).
- Use of photograph's, audio recordings, videos or any kind of other media is not used without the express permission of the parent, carer or guardian. At all activities where photography and/or filming may take place a Town Council Photography Warning Sign is displayed, stating its policy clearly.
- Where this is relevant, the location of a dedicated safe place for lost children is clear, and that the Safeguarding Lead will remain in public view with the child at all times, wherever possible in the company of a second independent adult.

- As the Town Council does not directly provide care or supervision services to minors and vulnerable adults, all minors and vulnerable adults using its facilities and services do so with the explicit consent and the necessary supervision of a parent, carer or other responsible adult with legal parental or carer responsibility.
- Procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse or neglect are developed and improved on, where needed.
- Cases of suspected abuse or allegations are referred to the Designated Safeguarding Lead who will be responsible for ensuring the matter is handled in accordance with safeguarding procedures (see Appendix A for procedures).
- Records are kept of any incidents or allegations a person may make to any council member, staff or volunteer; these records, kept in an Accident Book, are kept securely by the Town Clerk.
- If an allegation is made against a member of staff, Member or volunteer, the person receiving the allegation will immediately inform the Designated Safeguarding Lead, as well as the Town Clerk and the Chair of Northstowe Town Council.
- All staff and volunteers are aware of their duty to raise concerns about the attitude or actions of colleagues, and appropriate advice will be sought from the Designated Safeguarding Lead on actions to be taken.

FIRST AID

- The administration of first aid to children, young people and vulnerable adults can present risks. Under ordinary circumstances, a child or young person and vulnerable persons can be administered with first aid only if their parent or guardian expressly permits this course of action.
- When administering first aid, wherever possible, employees should ensure that another adult is present, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered.
- Child welfare is of paramount importance. In certain circumstances members, employees, volunteers and contracted service providers may undertake first aid as a last resort, notifying parents / carers as soon as possible, to minimise a child's or vulnerable adult's distress.
- Northstowe Town Council will have a register of trained First Aiders and ensure that training is up to date or ensure that trained First Aiders from a recognised association is present at events that may require such level of First Aid.

TRAINING

- The Council encourages all members and staff involved in activities with children or vulnerable adults to undertake appropriate safeguarding training.
- Designated Safeguarding Leads will be appointed from within the Council.

DISCLOSURE AND BARRING SERVICE CHECKS

- Decisions on whether any person should be DBS checked will be made by the Council or the Chairman after consultation with the Clerk following a risk assessment.
- The Town Council will ensure that volunteers who provide activities for and supervise activities for children and young people for Council-led activities will have a DBS check; this will be at the request of the Town Council who will fund the check
- A volunteer who has a DBS check from another organisation will be allowed to declare and use that check providing that proof is given of its existence and that it is no more than 3 years since it was carried out. The Town Council can then require another DBS check.

CONFIDENTIALITY

- Members, staff, volunteers and contracted service providers must not discuss allegations of abuse, substantiated or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse the matter should be shared with the DSL so that appropriate risk assessments may be undertaken.

LEGAL FRAMEWORK

This policy is based on the following legislation and statutory guidance:

- Children's Act 1989
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Children's and Families Act 2014
- Working together to safeguard children 2018
- Health and Care Act 2022

APPENDIX A: RESPONDING TO ALLEGATIONS

If a person discloses abuse by someone else:

- Stay calm, take the allegation seriously
- Allow the person to speak without interruption, accepting what is said.
- DO NOT investigate the disclosure.
- Only ask questions for clarification. Do not ask leading questions.
- Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that they did the right thing by talking to you.
- Advise that you will try to offer support, but that you **MUST** pass the information on, do not offer to keep secrets.
- Record the facts as you know them.
- Refer the allegation immediately and directly to the appropriate person who will be the Designated Safeguarding Lead (DSL)
- All allegations must be referred, no matter how insignificant they seem to be, or when they occur.
- Try to ensure that no-one is placed in a position which could cause further compromise.
- As soon as possible after the incident or disclosure write down notes, dates, times, facts, observations, and verbatim speech.
- Ensure the correct details are available, the young person's / vulnerable adult's name and address, and the name and address of their parent or guardian.
- The DSL will immediately contact Customer Services at [Cambridgeshire and Peterborough Safeguarding Partnership Board](#).
- With the DSL prepare a confidential file. Record all notes, conversations and advice from the Cambridgeshire and Peterborough Safeguarding Partnership Board. Confidentiality has to be maintained. Do not discuss the disclosure with anyone.
- The DSL will store this information in a secure place with limited access to designated people, in line with data protection legislation.
- Follow the advice from the Cambridgeshire and Peterborough Safeguarding Partnership Board; take no other action unless advised to do so.

Document History

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Adopted by Full Council.	TBC	TBC
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