

# PEMBROKE TOWN COUNCIL

## SAFE GUARDING POLICY



**REV 1 (November 2018)**

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## **1. POLICY STATEMENT**

Pembroke Town Council recognises that safeguarding is everybody's business and is committed to its duty to safeguard children, young people and adults at risk. It is fully committed to safeguarding the well-being of children and adults at risk by protecting them from physical, sexual, financial, psychological/emotional harm, and neglect.

All elected members and staff of Pembroke Town Council should be proactive in providing a safe environment for children and adults at risk who are involved in Town Council activities.

This policy promotes good practice in safeguarding for those using Pembroke Town Council facilities at events organised by independent groups and by Pembroke Town Council.

## **2. POLICY OBJECTIVE**

- To ensure that all facilities and activities offered by the Town Council are designated and maintained to limit the risk to children and adults at risk.
- To promote the general welfare, health and development of children by being aware of safeguarding issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Town Council does not directly provide care or supervision services to children or adults at risk, it expects all children and adults at risk using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.
- To ensure that councillors are aware of safeguarding issues when carrying out council duties on their own.

## **3. AIMS**

The aim of this policy document is to guide elected members and staff of Pembroke Town Council should any safeguarding issues arise during their work.

## **4. DEFINITIONS**

### **4.1 Children and Young People**

Anyone under the age of 18

### **4.2 An adult at risk**

The Social Services and Well-being (Wales) Act 2014 defines an adult at risk as an adult who:

- (a) is experiencing or is at risk of abuse or neglect,
- (b) has needs for care and support (whether or not the authority is meeting any of those needs), and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

## **5. TO WHOM THIS POLICY APPLIES**

This policy applies to all elected members and staff of Pembroke Town Council and anyone working for or on behalf of Pembroke Town Council whether in a paid, voluntary or commissioned capacity.

\*for the purpose of delivering any service to children, young people or vulnerable adults,

## **6. RESPONSIBILITIES AND PROCEDURES**

The Town Clerk or in her/his absence the Assistant Town Clerk will act as the Safeguarding Officer and will be supported by a named elected member. The Safeguarding Officers duties will include:

- Ensuring that before any Town Council organised event with children or adults at risk participants are briefed accordingly.
- Ensuring that elected members and staff of the Town Council are aware of the risks they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst elected members and staff of the Town Council are unlikely to be involved with children during the performance of their duties they are mindful of their duty to safeguard adults and children at risk.
- Decisions on whether any person or elected member should be subject to a Disclosure and Barring Service (DBS) check will be made by the Council in consultation with the Town Clerk and / or the Safe Guarding Officer following a risk assessment.

NOTE : DBS checks are not mandatory but it would be seen as “good practice” if elected members and staff voluntarily ask for a Basic Check to be carried out on their behalf. DBS checks already held by elected members and staff will have details of the check placed on their personal file.

## **7. PROMOTING A SAFE ENVIRONMENT**

In order to promote a safe environment for children, young people and adults at risk, the Town Council will:

- Provide safe facilities and undertake regular safety assessments.
- Ensure that elected members, staff and anyone leading an activity involving children, young persons or adults at risk in Town Council facilities or events, are aware of safeguarding expectations and requirements
- Ensure that the policy for users of Town Council facilities includes a requirement that they are safe to work with children, young people and adults at risk. For example, those adults who have regular unsupervised contact with children, young people or adults at risk during the course of their duties must undergo if required appropriate DBS check.
- Display on notice boards the relevant safeguarding contacts for reporting procedures, advice and help.

## **8. HIRING OF TOWN COUNCIL FACILITIES FOR USE WITH CHILDREN, YOUNG PEOPLE OR ADULTS AT RISK**

8.1 Pembroke Town Council will require the hirer to:

- Have their own public liability insurance, if the activity would not be covered by the Town Council's own public liability insurance.
- Have a suitable safeguarding children, young people and adults at risk policy and/or agree to work to the Town Council's policy and relevant guidance.
- Ensure leaders of any activity make their members aware of the Town Council's Safeguarding Policy and ensure that it is followed whilst using Town Council facilities.
- Ensure that leaders of activities have a valid DBS check.
- Ensure that Risk Assessments are undertaken for individual activities.
- Leaders of Groups or Societies using Town Council facilities must complete the Council's Data Collection Form ( see Appendix 2)

### 8.2 Image Consent

Ensure that leaders of any group using the Town Hall have an Image Consent Policy. The Town Clerk may ask to take photographs of group activities for use on the Council Website and Facebook sites. If consent is given then the Image Consent Form must be completed and signed (see Appendix 3).

## **9. SAFE WORKING PRACTICES**

All users of Town Council facilities must follow the safeguarding of children, young people and adults at risk policy and procedures at all times, For example, they should:

- Never leave children, young people or adults at risk alone with adults who have not been the subject of a DBS check.
- Plan activities to involve more than one person being present or at least in sight and hearing of others.
- Where possible, have male and female leaders working with a mixed group.

- Ensure registers are complete and attendees are marked in and signed out
- Ensure that photos or videos of individuals are not taken without written permission from parents/carers (see Image Consent Form Appendix 3).
- Ensure that they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or adult at risk needs assistance with toilet trips and when first aid is required, that this is carried out in pairs, or in the latter case, that it is carried out where they can be seen.

## **10. EXPECTATIONS OF BEHAVIOUR**

All users of Town Council facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to the Town Clerk or other member of staff present.

## **11. EXPECTATIONS OF ELECTED MEMBERS AND STAFF**

11.1 All elected members and staff are to be provided with a copy of the Town Councils Safeguarding policy and are to acknowledge, in writing, that they will abide by it,

As a matter of “Good Practice” all elected members and staff are asked to attend a Safe Guarding Training course and also complete the Pembrokeshire County Council Online E-Learning Safeguarding module.

All elected members and staff will receive a Safeguarding Children, Young People and Adults information Card. (see Appendix 1)

Refresher training will take place every three (3) years.

Reference to this policy will be entered in the Employees handbook.

All elected members and staff must be aware of how to report a safeguarding concern – see the attached Safeguarding Card for details of how to do this.

11.2 All elected members staff will adhere to the “List of Recommended Behaviour” namely:

- A minimum of two adults present at any event involving children, young people and adults at risk,
- Not to play physical contact games at events involving children, young people or adults at risk.

- To wear appropriate clothing at all times.
- Ensure that any accidents are recorded in an accident book.
- Never do any personal care for a child, young person or adult at risk.

11.3 All elected members and staff must support the implementation of this policy and support the Safe Guarding Officer in ensuring that the requirements of the policy are met at all times.

11.3 Elected members and staff must not take photographs / video of any child or vulnerable adult unless an Image Consent Form (see Appendix 3) has been completed and signed by the nominated Safeguarding Officer and countersigned by the parent or guardian.

## **12. LONE WORKING (STAFF AND ELECTED MEMBERS)**

12.1 Staff working alone e.g. when a function has ended and all members of the public have left the premises, staff member must be made aware of safeguarding issues with regard to themselves. (See Lone working policy - Appendix 4)

12.2 Councillors working alone e.g. entering the homes of their constituents, must be made aware of the safeguarding issues with regard to themselves. (See Lone Working Policy – Appendix 4)

## **13. ALLEGATIONS OF ABUSE AGAINST ELECTED MEMBERS, STAFF OR VOLUNTEERS**

All elected members, staff and volunteers must take care not to place themselves in a vulnerable position with a child, young person or adult at risk, Any contact, interviews or work with such groups are to be conducted in view of other adults,

If an allegation of abuse is made against an elected member or a member of staff this must immediately be reported to the Town Clerk as the Safeguarding Officer. If the allegation is made against the Town Clerk this should be reported to the Mayor / Deputy Mayor.

The Town Clerk will refer to the Safeguarding Card (see appendix 1) for information and relevant contact details concerning any referrals for adults, young people and children.

Elected members and staff should be concerned about any action or inaction, which places a child, young person or adult at risk.. Abuse falls into five main categories:

- 1) Physical abuse
- 2) Emotional/psychological abuse
- 3) Sexual abuse
- 4) Neglect
- 5) Financial abuse

## **14. WHISTLEBLOWING**

All elected members, staff and volunteers should be aware of their responsibilities to raise concerns in respect of any safeguarding matter and will not be penalised for doing so.

## **15. RATIFICATION**

This Safeguarding Policy was agreed and ratified by Pembroke Town Council on 13th September 2018 and will be reviewed and endorsed annually.

**Appendix 1 - Safeguarding Children, Young People and Adults Information card**

**Appendix 2 - Safeguarding Data Collection Form**

**Appendix 3 – Image Consent Form**

**Appendix 4 – Lone Working Policy**