

THATCHAM TOWN COUNCIL

SAFEGUARDING POLICY



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| Reference | E17 | Adopted by | Staff Committee |
| Prepared by | Mel Alexander (Town Clerk) | Adopted date | 2 nd March 2017 |
| Monitored by | Town Clerk | Minute referen | STA/2017/11 |
| Monitoring review | Annually | Review date | 2021 |

Thatcham Town Council accepts its moral and legal responsibility to implement procedures to safeguard the welfare of children, young people and vulnerable adults using or receiving services provided by or commissioned by Thatcham Town Council, without discrimination.

The purpose of this policy is to set out the actions Thatcham Town Council will take to ensure it meets its Safeguarding obligations.

Thatcham Town Council is not a Children's Services Authority and it is not the role of the Town Council to investigate allegations of abuse. However, all Elected Members, Staff Members, Volunteers, contracted service providers and anyone working on behalf of and/or representing the Town Council, has a responsibility to take action when they suspect or recognise that a child, young person or vulnerable adult may be a victim of harm or abuse.

This Policy applies to all situations within the Town Council's operation which could potentially involve children, young people or vulnerable adults.

Definition

The term children and young people is used to refer to anyone under the age of 18.

The term vulnerable adult is used to refer to anyone aged 18 or over who is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation, or may be in need of community care services.

Promoting a Safe Environment

In order to promote a safe environment for children, young people and vulnerable adults, Thatcham Town Council will:

- ✓ Recruit, train, supervise and support Elected Members, Staff Members and Volunteers who work with children, young people and vulnerable adults to adopt best practice to safeguard and protect children, young people and vulnerable adults from abuse and themselves against false allegations. Elected Members, Staff Members and Volunteers who work with children, young people and vulnerable adults will be subject to the appropriate level of DBS check

- ✓ Raise an awareness throughout the Town Council and beyond of the statutory duty of care relating to children, young people and vulnerable adults and actively encourage good practice amongst Elected Members, Staff Members, Volunteers and contracted service providers
- ✓ Ensure any Elected Member, Staff Member, Volunteer, contracted service provider, or any person acting on behalf of the Town Council, involving in any activities involving children, young people and/or vulnerable adults, is subject to a DBS (Disclosure and Barring Service) Check
- ✓ Maintain channels of communication with leaders of groups involving children, young people and vulnerable adults through the Town Council's representation on Management Committees
- ✓ Deal with any concern raised by an Elected Member, Staff Member, Volunteer, contracted service provider or member of the public promptly, appropriately and sensitively
- ✓ Prevent abuse by using good practice to create safe and healthy environments and avoid situations where abuse or allegations of abuse could occur
- ✓ All Elected Members, Staff Members, Volunteers and contracted service providers should take care not to place themselves in a vulnerable position with a child, young person or vulnerable adult
- ✓ Display on notice boards the relevant safeguarding contacts for advice and help

Users of Council facilities

Users of Council facilities must satisfy the Town Council that they have adequate systems in place to safeguard the welfare of children, young people and vulnerable adults by providing the Town Council with documentary evidence when requested.

The hire of Town Council facilities to groups for use with children, young people and vulnerable adults will be required to:

- Have public liability insurance
- Have a suitable Safeguarding Policy and/or agree to work to Thatcham Town Council's policy and relevant guidance
- Ensure Leaders make their members aware of the organisation's Safeguarding Policy and ensure that it is followed whilst using Town Council facilities
- Ensure Leaders have valid enhanced DBS checks as appropriate
- Conduct risk assessments for individual activities
- Never leave children, young people and vulnerable adults unattended with adults who have not been subject to a DBS check
- Plan activities to involve more than one person being present
- Where possible have male and female Leaders working with a mixed group
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/guardian)
- Ensure photographs or videos of individuals are not taken without written permission from parents/guardians
- Ensure that where a child, young person or vulnerable adult 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

Photography

Elected Members, Staff Members, Volunteers and contracted service providers should be vigilant at all times regarding people using cameras or videos within Council facilities and at events or activities which involve children, young people and/or vulnerable adults. Consent must be sought from parents when cameras and other image recorders are used to picture children, young people and/or vulnerable adults.

Legislation

Children Act 1989
Children Act 2004
Safeguarding Vulnerable Groups Act 2006
Protection of Freedoms Act 2012
Children and Families Act 2014
Education Act 2002
Adoption and Children Act 2002
Female Genital Mutilation Act 2003
Children and Adoption Act 2006
Children and Young Persons Act 2008
Borders, Citizenship and Immigration Act 2009
Apprenticeships, Skills, Children and Learning Act 2009
Education Act 2011

Associated Documentation:

Safeguarding Procedures

This Policy will be reviewed annually by Council Officers and every four years by Council, or sooner should circumstances or legislation change.

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