

## **CHILD SAFEGUARDING POLICY**

### **1. Purpose of Policy**

The purpose of the Safeguarding Policy is to provide a framework for safeguarding and promoting the welfare of children, young people and adults. The policy aims to ensure that:

- 1a) All children, young people and adults are safe and protected from harm.
- 1b) Other elements of provision and policies are in place to enable children, young people and adults to feel safe and adopt safe practices; and
- 1c) Everyone [e.g., Councillors, staff, volunteers and contractors] are aware of the expected behaviours and the organisation's legal responsibilities in relation to safeguarding and promoting the welfare of children, young people and adults.

### **2. Policy Statement**

- 2.1 This policy develops procedures and good practice within the Council to ensure that each person can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people and vulnerable adults. Our organisation will not tolerate failure at any level to prevent harm, support victims and bring offenders to justice.
- 2.2 This policy has been developed in line with government legislation, publications and guidance.
- 2.3 The Council takes seriously its responsibility under the current legislation to safeguard and promote the welfare of children, young people and adults; and to work together with other agencies to ensure that there are adequate arrangements within the Council to identify and support those who are suffering harm.

### **3. Individual responsibilities & Procedures**

**3.1 The Town Clerk will be appointed as the Safeguarding Officer for the Council. and their role will include:**

- **Ensure that before any Town Council organised event with children or vulnerable persons, they as the appointed Safeguarding Officer, brief all participants appropriately.**
- **Ensure that Members are aware of the risk they may face in certain circumstances whilst carrying out their duties.**
- **Ensure that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk(s) they face;**

**3.2 Should the need arise for a member of staff or a Councillor to be DBS checked the Decision will be made by the Council or the Chairman after consultation with the Clerk following the completion of a risk assessment.**

- **3.3 The Council will Share information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.**

- **3.4 In the event of a contractor, working directly for the Town Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.**
  - **3.5 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.**
- 3.6 The Council recognises that safeguarding is not just about protecting children, young people and adults from deliberate harm. It also relates to health and safety; meeting the needs of children, young people and adults with medical conditions; providing first aid; visits organised or sponsored by the Council; internet or e-safety; appropriate arrangements to ensure security, taking into account the local context.
- 3.7 Additionally, the Council recognises that safeguarding can involve a range of potential issues such as: bullying, including cyberbullying (by text message, on social networking sites), peer on peer and prejudice-based bullying; racist and homophobic or transphobic abuse; sexting; substance misuse; issues which may be specific to a local area or population, for example gang activity and youth violence and other particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation, extremist behaviour and radicalisation, forced marriage and modern slavery.
- 3.8 Everyone associated with the Council maintains an attitude of 'it can happen here' and are aware of the signs and indicators of abuse.
- 3.9 Everyone has a responsibility to provide a safe environment for children, young people and vulnerable adults.
- 3.10 The Council will endeavour to ensure that everyone is provided with opportunities to receive appropriate training, in order to develop their understanding and indicators of abuse and of the Council's safeguarding procedures.
- 3.11 The Council will endeavour to ensure that everyone knows how to respond to someone who discloses abuse, or for whom they have a concern, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- 3.12 All residents are made aware of the Council's responsibilities with regard to safeguarding through publication of this safeguarding policy.
- 3.13 When services are delivered by a third party or agency, the Council will follow the requirements of the Disclosure and Barring Service (DBS) and check that the person presenting themselves is the same person on whom appropriate checks have been made. The Council will seek to ensure the suitability of adults working with and in the presence of children at any time. Community users organising activities for children, young people and vulnerable adults are aware of and understand the need for compliance with the Council's safeguarding procedures.
- 3.14 The Council operates safer recruitment practices including making sure that:
- a) statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; the Child Care Act 2006 and Childcare (Disqualification) Regulations 2009
  - b) statutory guidance relating to volunteers is followed

c) recruitment panel members are properly trained.

3.15 Should the Council dismiss or remove someone because they have harmed a child or poses a risk of harm to a child or would have done so if they had not left, the Council will report this to the (DBS) and any appropriate professional or regulatory body.

4. **If a child, young person or adult makes an allegation or disclosure of abuse against an adult or other child or young person, The Council will:**

4.1 stay calm and listen carefully.

4.2 reassure the person that she/he has done the right thing in telling you.

4.3 not investigate or ask leading questions.

4.4 let the person know that they will need to tell the Safeguarding Lead.

4.5 not promise to keep what they have been told a secret.

4.6 inform the Safeguarding Lead as soon as possible; and

4.7 make a written record of the allegation, disclosure or incident which will be signed, and dated.

5. **Confidentiality and Information Sharing**

5.1 Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it to understand its significance and then take appropriate action.

a) The Council recognises that all matters relating to protection are confidential.

b) The Council will disclose personal information about a child, young person or adult on a need to know basis only;

c) everyone is aware that they have a professional responsibility to share information with other agencies in order to safeguard children, young person or adult.

d) everyone is aware that they cannot promise to keep secrets which might compromise the safety or well-being of a child, young person or adult, or that of another; and

6. **Managing Allegations against individuals who work for the Council**

6.1 The Council is aware of the possibility of allegations being made against its Councillors, staff or volunteers who are working with or may come into contact with children, young person or adults. They can be made by children, young person or adults or other concerned adults. Everyone in the Council and volunteers have been made aware of the process to be followed if such an allegation is made.

6.2 In such circumstances the Council will:

a) Report the matter to Norfolk County Council's Children's Services

- b) consider the safeguarding arrangements of the child, young person or adult to ensure they are not in contact with the alleged abuser.
- c) consider the rights of the individual concerned for a fair and equal process of investigation.
- d) ensure that the appropriate disciplinary procedure is followed, including whether suspending that person from work or volunteering for us until the outcome of any investigation is deemed necessary.
- e) advise the (DBS) and any other appropriate regulatory or professional body where the individual has been disciplined or dismissed as a result of the allegations founded or would have been if they have resigned.

## 7. **Whistleblowing**

The Council recognises that a child, young person or adult cannot be expected to raise concerns in an environment where the Council fails to do so. Everyone is advised of our Whistleblowing Policy and of how it can be implemented. Everyone is aware of their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable.

## 8. **Supporting Staff and volunteers**

- 8.1 Everyone will be advised on the boundaries of appropriate behaviour – such matters form part of our staff and volunteer induction and they have access to support and guidance when required or requested
- 8.2 The Council recognises that staff and volunteers working for the Council who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting. The Council support this by providing an opportunity for them to discuss their anxieties with the Safeguarding Lead, or another person as appropriate.

## 9. **Training**

- 9.1 Everyone has been provided with and signed to say that they have read and understood our Safeguarding Policy.
- 9.2 Everyone will have access to appropriate safeguarding training which is **regularly updated** in order to keep it updated in line with local and national guidance/legislation. The Council will also, as part of our induction, issue and promote information in relation to our Safeguarding Policy to all newly appointed individuals

## 10. **Should the need arise to report any safeguarding issues please see a list of contacts below:**

Norfolk Children's Services - 0344 800 8020

Norfolk Safeguarding Children Board 01603 223409 <http://www.norfolklscb.org/>

NSPCC – 0808 800 5000 (Adults Helpline) 0800 1111 (Children and Young People Helpline)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

ChildLine – 0800 11 11

Adult Social Services – Tel: 0344 800 8020 (24 hours) <http://www.norfolksafeguardingadultsboard.info/>

Text relay: 18001 0344 800 8020 Email: [SCCE@norfolk.gov.uk](mailto:SCCE@norfolk.gov.uk)  
 Online form: [online.norfolk.gov.uk/socialcareenquiry](http://online.norfolk.gov.uk/socialcareenquiry)