



BUDE-STRATTON TOWN COUNCIL SAFEGUARDING POLICY

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Policy Monitoring & Updates

Date policy last updated	Updated by whom	Agreed review date
5.12.19	Vicky Yaxley	December 2021

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Job Title: Resolutions Facilitator

Committee: Full Council

Date: 5.12.19

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Aim

Bude-Stratton Town Council (the Council) recognises that children, young people and vulnerable adults have the right not to be abused. We recognise the need to ensure their welfare when they come into contact with the services we provide.

This policy will apply to all members of staff of the Council, all Elected Council Members and those organisations who have a working relationship with the Council.

Scope

Safeguarding is everyone's responsibility and staff who have either indirect or direct contact with children or vulnerable adults through the course of their employment, have a duty to safeguard and promote their welfare.

- Children and young people are defined as those aged under 18
- A vulnerable adult is someone aged 18 years or over:
- who is, or may be, in need of community services due to age, illness or mental disability;
- who is, or may be, unable to care or protect themselves against harm or exploitation

Policy

The Council's Safeguarding Policy will state that:

- The Council has a legal responsibility to protect children young people and vulnerable adults in its care
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All Councillors, staff and volunteers have a duty to report concerns immediately to the Town Clerk and, in their absence, a member of the Senior Management Team.
- Town Councillors, staff, volunteers and contractors should not put themselves in positions where they could be accused of any form of abuse

Types of abuse and effect

Physical: causing physical harm, including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraint, failing to provide physical care and aids to living

Sexual: including sexual assault, rape, inappropriate touching/molesting, forcing or enticing someone into sexual acts they don't understand or feel powerless to refuse; grooming a child or young person in preparation for abuse

Emotional or psychological: persistent emotional ill treatment or rejection, including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating,

Abuse in all forms is damaging to children, young people and vulnerable adults. Effects can be so damaging that they follow individuals into adulthood.

Responding to abuse

If a person indicates that they are being abused, or information is obtained that raises concern of abuse, the person receiving the information should:

- react calmly
- provide reassurance but do not make promises of confidentiality which may not be feasible
- take what the child, young person or vulnerable adult says seriously, recognising the difficulties inherent in interpreting what is said due to possible speech issues and or differences in language
- keep questions to a minimum to ensure that there is a clear understanding of what has been said

Reporting

We all have a responsibility to report any safeguarding concerns over the welfare of children, young people or vulnerable adults. This extends to recognising signs of abuse; poor practice by staff, councillors and others acting on behalf of the council, and allegations brought to our attention by a member of the public. Reporting safeguarding concerns can prevent serious abuse or harm from happening, or from escalating.

Staff and councillors must not attempt to investigate abuse themselves; neither must they confront anyone who is allegedly responsible for abuse nor tell them that allegations have been made about them. Facts regarding the matter of concern are to be recorded as soon as possible and reported.

The officer responsible for receipt of concerns and forwarding them on is the Town Clerk. If the Town Clerk is unavailable, do not wait for them to return to work and contact the Castle and Communities Manager or Facilities Manager.

They will report safeguarding allegations or concerns to Cornwall Council's Children's or Adult's Services on 0300 1234 101 at the earliest opportunity (at least within 24 hours). An out of hours service is available on weekdays from 5.15pm, (4.45pm on Fridays) until 8.45am the following morning, weekends from 4.45pm Friday until 8.45am the following Monday and all public holidays.

Dial 999 if a child or adult is in immediate danger or if a criminal offence has been committed.

Recruitment

Criminal record checks will be made, where appropriate.

Job roles that include 'regulated activities' such as caring for or supervising or being in sole charge of children or vulnerable adults, require Enhanced Disclosure and Barring Service (DBS) Check.

General Guidance Notes

The following notes are provided to give general guidance to avoid the possibility of claims of abuse against Council staff, volunteers and contractors. If Council staff, volunteers and contractors have any uncertainty over whether they are using good practice, they should seek guidance from senior management.

- Avoid favouritism
- Avoid being overly tactile
- Avoid fitting clothing and equipment; try to get children, young people or vulnerable adults to put on their own clothing, if possible
- If it is necessary to assist with clothing, agree that you will fit it and explain what you are doing whilst assisting
- If you have to assist with clothing, make sure this is done openly and in view of other participants
- If you are required to lift, carry or support, avoid making contact with sensitive parts of the body, explain what you are doing while doing it and, if possible, gain their consent
- Do not put yourself in a position where you are alone with a child, young person or vulnerable adult out of public view
- Do not make any sexually suggestive comment to a child, young person or vulnerable adult
- Do not engage in any rough, physical or provocative games with any child, young person or vulnerable adult
- If you are working with groups where physical contact is inevitable, such as younger children, it is essential that carers, guardians or parents' consent to the methods of lifting, carrying or contact which will take place
- Never leave children, young people or vulnerable adults without supervision

Being approached

If any child, young person or vulnerable adult makes an approach to you or is overly familiar, you should extract yourself from the situation and report the matter to senior management as soon as possible.

Supervision

The Council has a clear responsibility for supervising children, young people and vulnerable adults when undertaking an event it has organised (e.g. Gurney Day, or school visits to The

Castle Heritage Centre). For such events, the following table identifies who is responsible and when.

Activity	Responsibility
From stated start of activities until declared completion of activities for the day	Senior Management and officers/supervisors undertaking event
Children, young people or vulnerable adults unable to participate in activities through being unwell	The responsibility during this period rests with the parent, guardian or carer or the accompanying supervisor/teacher of the child, young person or vulnerable adult

Illness

If an unaccompanied child, young person or vulnerable adult is unwell while participating in a Council organised event, the Council is responsible for the individual's care. If more than a minor nature, that is, needing to see a doctor or be taken to hospital, the individual's parent, guardian or carer must be contacted to inform them of the situation. No child or young person aged under 18 can be left with either a doctor or at a hospital.

A child, young person or vulnerable adult who is unable to participate in activities through being unwell must be supervised. The Event Manager must be informed of the situation

Further reference and advice

Active Sport Cornwall – Working Together Sharing Good Practice – Child Protection & Good Practice Guidelines in relations to Sports Organisations

ChildLine – 0800 1111

National Society for the Prevention of Cruelty to Children (NSPCC) 0808 800 5000

