

# TENBY TOWN COUNCIL

## SAFEGUARDING POLICY



### POLICY STATEMENT

Tenby 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 Tenby 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 Tenby Town Council facilities and at events organised by Tenby Town Council.

### POLICY OBJECTIVES

- 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.

### AIMS

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

### DEFINITIONS

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

Anyone under the age of 18

#### **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.

### TO WHOM THE POLICY APPLIES

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

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

## **RESPONSIBILITIES AND PROCEDURES**

The Town Clerk will act as the Safeguarding Officer. 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 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 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 DBS check will be made by the Council in consultation with the Town Clerk following a risk assessment.

## **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, employees 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 appropriate Disclosure and Barring Service Checks.
- Display on notice boards the relevant safeguarding contacts for reporting procedures, advice and help.

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

Tenby 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 enhanced DBS check;
- Ensure that Risk Assessments are undertaken for individual activities.

## **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 Disclosure and Barring Service (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;
- 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.

## 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.

## EXPECTATIONS OF ELECTED MEMBERS

- All elected members are to be provided with a copy of the Town Council Safeguarding policy and must acknowledge, in writing, that they will abide by it;
- All elected members must either complete Safeguarding Training or complete the Pembrokeshire County Council Online E-Learning Safeguarding module, and upon completion/attendance provide the Town Clerk with a copy of the certificate or confirm in writing;
- All elected members must be aware of how to report a safeguarding concern – see the attached Safeguarding Card for details of how to do this.
- All elected members 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.

## ALLEGATIONS OF ABUSE AGAINST ELECTED MEMBERS, EMPLOYERS 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 employee, 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.

The Town Clerk will refer to the Safeguarding Card 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

## 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.

## POLICY REVIEW

This policy will be reviewed on a four-year cycle. However, the policy will also be examined when a formal complaint is made to identify any areas requiring improvement.

Policy Adopted: 2019

Policy Due for Review: 2023

# APPENDIX 1

## Safeguarding Children, Young People and Adults Information card

**Good Working Practice**

If you or others have concerns about the safety or welfare of a child, young person or adult it is **your responsibility** to act on those concerns.


Record the concerns in writing and pass them on to the Child Care Assessment Team OR the Adult Safeguarding Team without delay.

Record:

- **The child or adults name**
- **Address**
- **Date of birth**
- **What the concern is**
- **Name and contact details of the referrer**

If in doubt you can contact the Child Care Assessment Team or Adult Safeguarding Team to seek advice.

Never assume someone else will report your concerns. Take positive action and report it immediately. Children or adults at risk should not be expected to take responsibility for themselves or others.



**Safeguarding Children, Young People and Adults ...**

**... is everybody's business**

**Responding to a Child, Young Person or Adult**

- If the person is physically injured call for medical attention.
- Listen and keep on listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you are doing and don't delay taking action
- Contact the Adult Safeguarding Team or Child Care Assessment Team
- Write down the contents of your conversation as soon as possible.

This card is a quick guide and not a substitute for the National Protection Procedures. Make sure you are familiar with the policies to which you are working with.

**Important Phone Numbers**

Child Care Assessment Team: 01437 776444  
Adult Safeguarding Team: 01437 776056  
Out of Hours: 03003 332222

**Police:**  
**In an emergency ring 999**  
**Non-emergency: 101**

**Other Useful Telephone Numbers:**

NSPCC: 0808 8005000  
Childline: 0800 1111  
Domestic Abuse Helpline: 0808 8010800  
Care Inspectorate Wales: 0300 7900126

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[www.pembrokeshire.gov.uk](http://www.pembrokeshire.gov.uk)