

NANTWICH TOWN COUNCIL



Draft Safeguarding Policy

1 Introduction

1.1 Nantwich Town Council, as the first tier of local government, seeks to make a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

1.2 This policy and accompanying procedure seek to ensure that Nantwich Town Council undertakes its responsibilities with regards to the protection of children and adults at risk and responds to concerns appropriately. The policy establishes a framework to support staff and Councillors in their practices and clarifies the organisation's expectations.

1.3 The welfare of children or adults at risk of abuse or neglect is paramount and is the responsibility of everyone. All children and adults at risk of abuse or neglect, without exception, have the right to protection from abuse, whether physical, sexual, verbal, bullying, exclusion, or neglect. Bullying, shouting, physical violence, sexism and racism towards children or adults at risk of abuse or neglect will not be permitted or tolerated. This policy and procedure also recognises the risks of radicalisation which is included in the definition of abuse.

1.4 Nantwich Town Council has a duty to safeguard children and adults at risk of abuse or neglect and seeks to ensure that those who may come into contact with vulnerable people are safe people.

2 Definitions Safeguarding

Child and adult protection requires that those who detect safeguarding concerns know how to respond swiftly to concerns as soon as they are identified and always take the correct action to report and record concerns and protect those needing immediate protection from harm.

2.1 Child Abuse is when a child is intentionally harmed by or where basic essential needs are neglected by an adult who may be a parent, relative, or any other adult – it can be over a period of time but can also be a one-off action. It can be physical, sexual or emotional, or an act of omission such as neglect and it may be perpetrated in person, or online.

2.2 Adult at risk of abuse or neglect. An adult at risk of abuse or neglect is defined as a person who 'is a person aged 18 or over who is in need of care and support (whether or not those needs are being met), who is experiencing or at risk of abuse or neglect and because of those needs is unable to protect themselves against the abuse or neglect or the risk of it'.

(ref; London multi agency adult Page 2 of 12 safeguarding policy and procedures April 2019)

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

2.3 Types of child abuse include:

- 2.3.1 Physical abuse
- 2.3.2 Domestic abuse
- 2.3.3 Emotional abuse
- 2.3.4 Sexual abuse
- 2.3.5 Grooming
- 2.3.6 Child Sexual Exploitation
- 2.3.7 Child Trafficking
- 2.3.8 Neglect
- 2.3.9 Female Genital Mutilation
- 2.3.10 Bullying
- 2.3.11 Online Abuse
- 2.3.12 Radicalisation

2.4 Types of adult abuse, referred to by the Care Act 2014, include:

- 2.4.1 Physical abuse
- 2.4.2 Domestic abuse
- 2.4.3 Emotional abuse
- 2.4.4 Sexual abuse
- 2.4.5 Neglect and acts of omission
- 2.4.6 Financial or material abuse
- 2.4.7 Discriminatory abuse
- 2.4.8 Radicalisation
- 2.4.9 Self neglect
- 2.4.10 Modern slavery
- 2.4.11 Organisational abuse

3 Policy Statement

All suspicions regarding or allegations of abuse against a child or adult at risk of abuse or neglect will be taken seriously and dealt with speedily and appropriately. The Town Clerk is the Designated Safeguarding lead (DSL) to whom suspicions, or concerns should be reported. If the concern is about the Town Clerk, then the concern should be reported to the Chair of the Staffing Committee.

The DSL or Chair of the Staffing Committee has the responsibility for recording and reporting concerns that arise, as a matter of urgency, to the Local Authority Child Protection service or to the Adult Safeguarding service.

4 Responsibilities

All staff and Councillors are required to follow the guidance set out in this policy and related policies, and to pass on any Safeguarding concerns using the required procedures. We expect all staff and Councillors to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

4.1 The Designated Safeguarding lead is the Town Clerk. This person's responsibilities are to monitor, report and record actual or alleged incidents of abuse to the Local Authority or police, and to raise any concerns with the Chair of the Staffing Committee and to support the reporters.

4.2 Chair of Staffing Committee. A Councillor who leads the Staffing Committee and who has been trained in Safeguarding. They will act as a point of contact for the Designated Safeguarding Lead. Safeguarding statistics will be reported to full Council annually but if a referral has been made that will be reported at the next Staffing Committee meeting but no case details will be given.

5 Safer Recruitment

Nantwich Town Council ensures safe recruitment through the following process:

5.1 Ensuring that the staff handbook makes reference to the safeguarding of Children and Adults at risk and to this Policy and where any staff, volunteers or councillors are expected to have unsupervised contact with children or adults at risk the appropriate DBS and barred lists checks will be undertaken.

6 General Points

6.1 The Town Council does not supervise children or adults at risk of abuse or neglect as part of their function, therefore DBS checks are not required by them unless they are to have unsupervised access to children or adults at risk of abuse or neglect. Should DBS checks become necessary they will be undertaken in compliance with the current government guidance.

When the Town Council organise events to include children – it is always stated that children must be accompanied by parents, and guardians (including responsible adults from a school, youth, or sports club).

6.2 Consent should be obtained for photography from those authorised to give consent, in the case of children this will be a person with Parental Responsibility in law (generally a parent) and if an adult at risk or an adult who is unable to give consent due to their capacity a person authorised to act on their behalf (usually their carer).

7 Induction and Training

7.1 Nantwich Town Council provides the necessary resources for induction, training of staff and Councillors and support mechanisms in relation to Safeguarding incidents and reports.

7.2 Induction of new staff or Councillors will include discussion of the Policy and procedure and signed confirmation of its understanding, together with discussion of other policies and ensuring familiarity with reporting systems.

7.3 All staff who, through their role, are in contact with children and or adults at risk will have access to safeguarding training at an appropriate level.

7.4 The Town Clerk and Chair of the Staffing Committee will undertake Safeguarding training and where necessary full Council training will be provided.

8 Support

We recognise that involvement in situations where there is risk of, or actual harm can be stressful for staff and Councillors concerned. The mechanisms in place to support those involved include: debriefing support and follow-up support as necessary.

9 Promoting a Safe Environment

In order to promote a safe environment for children and adults at risk, Nantwich Town Council will promote a safeguarding culture in its premises and activity areas. We will achieve this by:

9.1 Providing safe facilities and undertaking regular health and safety/risk assessments

9.2 Ensuring that employees, Councillors, volunteers, and group leaders of activities are aware of our safeguarding policy

9.3 Requiring all employees, Councillors, volunteers and group leaders of activities to report or make appropriate interventions

9.4 Hirers will follow good practice procedures in relation to child and adult safeguarding

9.5 Ensuring all contracted Door Supervisors will be SIA licenced and trained

10 Hiring of facilities to groups for use with children and adults at risk

When group leaders have a regular and substantial access to children and vulnerable adults, and parents/carers are not present Nantwich Town Council will require the hirer to:

10.1 Have public liability insurance

10.2 Have a suitable safeguarding child, young people and vulnerable adults' policy

10.3 Ensure group leaders have valid DBS checks

10.4 Do Risk Assessments for individual activities

10.5 Have a register for use in emergencies with any details of allergies or medical conditions

10.6 Ensure group leaders have first aid provision

10.7 Notify Nantwich Town Council immediately of any safeguarding concerns or alerts.

These will be noted in Hirers Terms and Conditions and Hirers will have access to Nantwich Town Council's Safeguarding Policy.

Nantwich Town Council reserves the right to refuse a booking if the conditions above are not met.

11 Bar hire, and alcohol supply

Where a hirer makes use of the bar, and alcohol is provided (whether sold or provided free), and where people under the age of 18 are present; the Council and the hirers, are to ensure that alcohol is not supplied to those under 18yrs; either by way of direct supply from the bar, as part of the event/ hirer's proceedings, or by proxy (by way of other users or guests).

It is the licensee/venue alongside the hirers responsibility to safeguard against the supply of alcohol to those under 18years.

In the event of the evidential supply of alcohol to those under 18years by a hirer Nantwich Town Council staff will intervene to prevent this practice, if necessary, calling a halt to the booking at no loss to the Town Council.

12 First Aid

The administration of first aid to children, young people and vulnerable adults can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or guardian expressly permits this course of action.

When administering first aid, wherever possible, employees should ensure that another adult is present, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered. Child and vulnerable adult welfare are of paramount importance.

In certain circumstances employees may undertake first aid as a last resort, notifying parents / carers as soon as possible, to minimise a child's or vulnerable adult's distress.

Under circumstances when first aid must be administered an Accident Report will be completed detailing first aid given, a copy will be issued to the child or vulnerable adults parent/carer.

13 Monitoring Policy and Procedure

The organisation will monitor the following Safeguarding Standards

- Safe recruitment practices
- References applied for new staff (2)
- Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Designated Safeguarding lead is in place and trained.
- Designated Councillors with responsibility for safeguarding in place
- The Guidance on DBS and barred list checks is being followed
- The names of the Designated Councillor will be reviewed each year in May

14 Communicating and reviewing the Policy and Procedure

Nantwich Town Council will make residents aware of the Safeguarding Policy through the Council's website.

This policy will be reviewed on a regular basis or when changes occur in National Legislation or Procedures.

New Councillors and newly appointed staff will be provided with an understanding of their responsibilities in line with this policy.

Nantwich Town Council Safeguarding Procedures

Guidelines for responding to abuse or suspicion of abuse – some DO's and DON'Ts:

- Do treat any allegations extremely seriously and act at all times towards the child/adult at risk on the basis that you believe what they are saying.
- Do tell the child/adult at risk they have done the right thing in telling you where they are disclosing to you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child/adult at risk what you are going to do next and what they can expect to happen.
- Do take further action – you may be the only person in a position to prevent future abuse – tell the Designated Safeguarding lead immediately.
- Do write down everything said, distinguishing fact from opinion, and what was done.
- Do seek medical attention if that appears to be immediately necessary.
- Do inform parents/carers **unless there is suspicion of their involvement**.
- Don't make promises you can't keep.
- Don't interrogate the child/adult at risk – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this and have the legal duty to do it.
- Don't cast doubt on what you are being told, don't interrupt or change the subject.
- Don't say anything that makes the child/adult at risk feel responsible for the abuse.
- Don't Do Nothing – make sure you tell the Designated Safeguarding Lead immediately – they will know how to follow this up and where to go for further advice.

Reporting Concerns

Nantwich Town Council recognises its duty to report concerns or allegations against its staff or Councillors within the organisation or by a professional from another organisation, or any concerns raised by residents with staff or Councillors.

Nantwich Town Council recognises its legal duty to report any concerns about unsafe practice by any of its staff or Councillors to the Local Authority and/or police if necessary and to take the guidance of the proper authority.

Concerns should be raised with the Town Clerk as the Designated Safeguarding lead (DSL).

If the concern is about the Town Clerk then the concern should be reported to Chair of the Staffing Committee. The DSL or Staffing Committee Chair has the responsibility for recording and reporting concerns that arise, as a matter of urgency, to the Local Authority Child Protection service or to the Adult Safeguarding service.

Nantwich Town Council Staffing Committee Chair 2021/22, Councillor Arthur Moran

The process outlined below details the process to be followed in Nantwich Town Council in raising and reporting safeguarding concerns.

If concern is raised with or by a Councillor or member of staff:

- Seek medical attention for the child or vulnerable person if needed.
- Where immediate risk of harm exists contact the police.
- Communicate your concerns to the Town Clerk as Designated Safeguarding lead or if the issue relates to the Clerk then inform the Chair of Staffing immediately.
- Complete a Record of Concern

If a concern is raised with or by the Town Clerk:

- Seek medical attention for the child or vulnerable person if needed urgently and where immediate risk of harm exists contact the police.
- Liaise with the Chair of Staffing without delay.
- Complete a Record of Concern Form

In either case where there are concerns about significant harm to a child or adult at risk an immediate referral should be made by the Safeguarding lead to the relevant authority. (See Reporting Concerns)

The information that should be included in any referral is:

- Name gender and approximate age of the child/adult at risk
- Their address where known
- Details of the concern
- Name and if available address and contact number of the person(s) who raised the concern – e.g. friend, neighbour, member of staff
- Location of abuse
- Type of abuse suspected and details of events;

Following the referral and recording of the concern the Designated Safeguarding lead will ensure that feedback from the Local Authority is received and their response recorded.

Child safeguarding

The Designated safeguarding lead will refer concerns about children to Cheshire East Consultation Service:

Email: CHECS@cheshireeast.gov.uk

Telephone:

0300 123 5012

0300 123 5022 (Emergency Duty Team - Out of Hours)

Adult safeguarding

The Designated safeguarding lead will refer concerns about adults to Cheshire East:

Telephone:

0300 123 5010

(8.30am to 5pm Monday to Thursday and 8.30am to 4.30pm Friday)

0300 123 5022

(at all other times including bank holidays)

If someone is at immediate risk of harm **contact the emergency services by ringing 999.**

Managing Information

Information will be gathered, recorded and stored in accordance with the Data Protection Policy and the Data Protection Act 2018)

All staff and Councillors must be aware that they have a professional duty to share information with other agencies in order to safeguard children and adults at risk.

The public interest in safeguarding children and adults at risk may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the Designated Safeguarding Lead.

All staff and Councillors must be aware that they cannot promise service users or their families/ carers that they will keep secrets. The keeping of such secrets has been demonstrated to expose other children or adults at risk to continuing harm.