

Louth Town Council

SAFEGUARDING POLICY

Policy Statement

In the interests of child protection and the welfare and protection of vulnerable adults, Louth Town Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council within the parish.

Policy Objective

- To ensure that where possible all facilities and activities offered by the Town Council are designed and maintained to limit risk to children and vulnerable adults.
- To promote the general welfare, health and development of children by being aware of child protection 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 and vulnerable adults, it expects all children and vulnerable adults 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 Louth Town Council should any child protection issue or any issues with vulnerable adults arise during their work.

Responsibilities and Procedures

A Safeguarding Officer will be appointed from within the Council and in his/her role will:

- Ensure that before any Town Council organised event with children or vulnerable persons, they as the appointed Child Protection 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;
- Ensure that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons, they are interviewed and two written references taken up;

Decisions on whether any person should be DBS* checked will be made by the Council or the Chairman after consultation with the Clerk following the completion of a risk assessment.

- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge (by signature) they will abide by it.
- Councillors will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising children.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times.
 - Ensure that accidents are recorded in an accident book.
 - Never do anything of a personal nature for a young person.
- Keep records in an incident book of any allegations a young person may make to any committee member or volunteer. The incident book to be available at every Full Town Council meeting for inspection.

- If there is a child abuse incident it must be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.
- Facilities offered by the Town Council will be inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- 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.

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.

Declaration

Louth Town Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All members of Louth Town Council should read the Safeguarding Policy. Having read the Policy they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

This Policy will be reviewed annually at the Annual Council meeting in May each year.

**The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.*