

BROUGHTON TOWN COUNCIL

SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY

This statement of policy and procedures applies to Broughton Town Council its councillors and employees and users of the Phil Grundy Community & Sports Centre and associated recreational areas.

The Town Council is responsible for dealing with community issues within its area and for the running of the Phil Grundy Community & Sports Centre, recreational areas and Broughton cemeteries.

All town councillors and town council employees, volunteers and hirers have a duty to safeguard children¹ and vulnerable adults² who are users of the Community Centre and its recreational areas.

They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a child or vulnerable person; or concerns relating to discriminatory or financial violation or exploitation of a child or vulnerable person.

This policy is in place to protect all children and vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith. Definitions of abuse are shown at appendix 1.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children or vulnerable persons will not be permitted or tolerated.

No member of the Council or its employees will have unsupervised access to children or vulnerable adults unless they have been through safeguarding procedures including having an enhanced disclosure and barring check.

All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately. Councillors and employees, who may be involved in any reported incidents, will be provided with key information and periodic training in this respect.

The Council will take appropriate steps to:

- make sure all councillors, employees and users are aware of the policy on child protection and vulnerable adult issues;
- ensure that there is a clear procedure for dealing with reports of any incidents or suspected incidents;
- regularly review any procedures;
- keep the premises safe for use by children and vulnerable adults;
- ensure that recruitment practices shown at appendix 2 are followed when appointing staff;

¹ Children are defined as anyone under the age of 18

² Vulnerable adults are a person aged 18 or over who 'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. (Definition from 'No Secrets' March 2000 Department of Health).

- Ensure that staff who have access to IT comply with e safeguarding and do not use IT to access inappropriate sites i.e showing inappropriate materials/images of children or of a sexual nature.

The Council recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults.

Any organisations or individuals booking the Community Centre and its associated facilities will be asked to certify that their activities do not primarily involve children or vulnerable adults, or if they do or may do so, to certify that they have an appropriate policy and procedures in place. A copy of the policy will normally need to be provided prior to commencement of the booking.

The Council will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. The Council will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

The Town Council will review this policy annually.

A copy of the policy will be displayed for the attention of all Broughton Town Council councillors and employees and made available on request to hirers.

Approved Date: February 2018

Review Date: February 2019

Signed.....

Date.....

Designation

BROUGHTON TOWN COUNCIL

SAFEGUARDING CHILDREN & VULNERABLE ADULTS PROCEDURE

1. All councillors and employees will be made aware of safeguarding procedures and policies. The Town Clerk, Gary Johnson, is the designated safeguarding officer and will ensure the policy statement is displayed in the Community Centre. He can be contacted on 01652 659441 or 07719994143.
2. Councillors and employees will be issued with the list of “do’s and don’t’s” set out below. Appropriate training on safeguarding will be arranged by the Council.
3. Organisations hiring the Community Centre will be asked to certify that they have a child / vulnerable adult protection policy or that their activities do not require one. Where activities are for children (and where appropriate for vulnerable adults) hirers may be asked to supply or show their child and / or vulnerable adult protection policy to the Town Clerk / Assistant Clerk before the first booking commences. Individuals hiring the Community Centre for activities for children will be made aware of this policy. Provisions to this effect will be incorporated into pre-booking information and a hiring agreement.
4. Where there is damage or there are breakages or safety issues needing attention, these will be dealt with as soon as practicable, in the light of the circumstances, with provision in the meantime to prevent access by children and vulnerable adults pending repair where necessary.
5. Appropriate clauses will be entered into for all hiring for licensable activities. The Council will ensure that these provisions are observed when holding any licensable activities itself.
6. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults.
7. Since the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets or other appropriate arrangements made e.g. putting up a notice on the toilets to say they are for exclusive use by a specified group using the Community Centre.

Reporting Incidents

1. Any incidents or suspected incidents should be reported immediately, to the Town Clerk, or in their absence the Assistant Clerk.
2. The Town Clerk will keep a log for recording of incidents, and should keep this in a secure and confidential location so that it can be referred to if and when required.
3. As soon as possible, the Town Clerk, or in their absence the Assistant Clerk, will contact the appropriate local authority child / adult protection service.
Child Protection: (01724) 296500 (9am - 5pm, 4:30 pm Friday) or 0800 0853737 (Freephone), out of hours (01724) 296555, or 101 Vulnerable Adult: (01724) 297979.

They will involve the Chair of the Personnel Committee; they may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any allegations / suspicions before reporting a concern to the lead agency.

4. The persons involved in the reporting procedure will ensure that all is done to maintain the confidentiality, safety and security of all those involved in an incident. All records will be retained in a locked cabinet in the office.

Guidelines for responding to abuse or suspicion of abuse - some DO's and DON'T's

DO

Do treat any allegations extremely seriously and act at all times towards the child / vulnerable adult and believe what they are saying.
Do tell the child / vulnerable adult they are right to tell 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 / vulnerable adult what you are doing and when, and keep them up to date with what is happening.
Do take further action - you may be the only person in a position to prevent future abuse - tell your safeguarding officer immediately.
Do write down everything said and what was done.
Do seek medical attention if necessary.
Do inform parents / carers unless there is suspicion of their involvement.

DON'T

Don't make promises you can't keep.
Don't interrogate the child / vulnerable adult - 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.
Don't cast doubt on what the child / vulnerable adult has told you.
Don't interrupt or change the subject.
Don't say anything that makes the child / vulnerable adult feel responsible for the abuse.
Don't do nothing - make sure you tell your nominated child / adult protection person immediately - they will know how to follow this up and where to go for further advice.

DEFINITIONS OF ABUSE [TAKEN FROM HM GOVT WORKING TOGETHER 2013]

PHYSICAL ABUSE

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting; by those known to them, or more rarely by a stranger. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Broughton Town Council

Recruitment process

The following steps will be followed for all recruitment and selection processes:

- Job vacancies will be advertised widely;
- All applicants will be required to complete a job application form;
- Selection processes will be undertaken by a recruitment panel of at least 3 councillors;
- Selection will be, as a minimum, by interview;
- The following checks will be made prior to appointment;
 - 2 suitable references with at least one from the current or last employer;
 - Medical;
 - Identity;
 - Asylum and immigration;
 - DBS, where the applicant will have regular unsupervised access to children and/or vulnerable adults.

Broughton Town Council

Contact information

DESIGNATED /SENIOR CHILD PROTECTION PERSON FOR YOUR ORGANISATION:

Town Clerk: Mr Gary Johnson, tel. 07719994143

DEPUTY DESIGNATED CHILD PROTECTION PERSON FOR YOUR ORGANISATION

Chair of Personnel: Mr Paul Senior, tel. 07949763713

NORTH LINCOLNSHIRE CHILDREN SERVICES, CHURCH SQUARE HOUSE, CHURCH SQUARE, SCUNTHORPE DN15 6XQ 01724 296500 OR 01724 296555 [EXTENDED HOURS]

NORTH LINCOLNSHIRE ADULT SERVICES, CHURCH SQUARE HOUSE, CHURCH SQUARE, SCUNTHORPE DN15 6XQ 01724 297979

POLICE NON EMERGENCY 101

POLICE EMERGENCY 999

LOCAL AUTHORITY DESIGNATED OFFICER, INDEPENDENT REVIEWING SERVICE
01724 298293