



Safeguarding Policy

This document sets out the Council's approach to safeguarding children and vulnerable adults.

Vivien Little

Town Clerk

Safeguarding Policy

Introduction

In the interests of child protection and the welfare and protection of vulnerable adults, Keswick 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.

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
- 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 necessary supervision of a parent, carer or other responsible adult.

Aims

The aim of this policy document is to guide members of Keswick Town Council should any child protection issue or any issues with vulnerable adults arise during their work.

What is Safeguarding?

Safeguarding is the action taken to keep adults safe from harm and neglect. It is important that people work together to make sure an individual is safe.

What is abuse?

Adults can be vulnerable to abuse and neglect, especially if they have care and support needs. Abuse is a violation of a person's human and civil rights by another other person. It is where someone does something to another person, or to themselves, which puts them at risk of harm and impacts on their health and wellbeing.

Abuse comes in many forms and can often have a damaging effect on the health and wellbeing of an individual, the effects may be short term, or may last a long time. The signs of abuse aren't always obvious, and the victim may not tell anyone what is happening to them – sometimes they may not even be aware they are being abused.

Types of abuse

Below is a list of different types of abuse:

- Physical abuse
- Domestic abuse
- Sexual abuse

- Emotional abuse
- Financial abuse
- Discriminatory abuse
- Organisational abuse
- Neglect
- Self-neglect
- Modern Slavery

Training

Any staff and volunteers who engage with children or vulnerable adults will have accessed appropriate training, to ensure that everyone knows how to spot abuse and report concerns.

Responsibilities and procedures

A Safeguarding Lead will be appointed from within the Council and his/her responsibilities will include:

- Ensuring that before any Town Council event with children or vulnerable persons, the appropriate officer briefs participants appropriately.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed, and two references taken up.
- Decisions on whether a person should undergo a debarring check will be made by the Council or the Mayor after consultation with the Clerk following a risk assessment.
- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge that 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.
- If there is a child abuse incident, it should be reported to the Safeguarding Lead 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.
- 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 contract will be asked to provide their Safeguarding Policy.

Any organisation which may contact 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.

Safeguarding Lead

The Safeguarding lead for Keswick Town Council is:

Name: Vivien Little

Phone:017687 73607

Email: townclerk@keswicktowncouncil.gov.uk

Responding to a Safeguarding Concern

Where there is an immediate risk of serious harm 999 should be called, thereafter the Safeguarding lead should be contacted as soon as reasonably practicable.

Where there is a safeguarding concern but no immediate risk of concern, the adult who has the concern should consult with the Safeguarding lead as soon as possible and by no later than the end of the same day.

When any disclosures are being made to you, it is important to remember:

- Listen calmly and carefully, showing that their views are taken seriously.
- Provide an appropriate and honest level of reassurance.
- Avoiding interrogating, and asking probing, intrusive and/or leading questions (any concerns must be shared with the Safeguarding lead and any subsequent referrals).
- Make a confidential written record of the discussion, either during or immediately after. This record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video records of disclosures should be avoided.
- Refer all relevant information to the Safeguarding lead as soon as possible and by no later than the end of that same day.

If there are concerns about the conduct of an adult connected to the Town Council (e.g. staff member, councillor, freelancer, volunteer etc.) which poses, or may pose a safeguarding risk, such as:

- Harm – either physical or emotional.
- Exposure to behaviour which may cause physical or emotional harm.
- Engaging in criminal activity.

This must be reported to the Safeguarding lead, to enable the next appropriate steps to be taken.

Reporting any concerns

Any concerns regarding Safeguarding should be reported to the Safeguarding Lead, who will report them to the relevant authorities.

It is important to remember that you must not ignore abuse or neglect. You must report it. If you are not sure what to do you can always seek advice.

In an emergency telephone 999

If the person is not in immediate danger telephone 101

To report a safeguarding concern:

Contact Adult Social Care

Out of Hours telephone: 01228 526690

Other concerns

If you have concerns about a child in Cumbria, telephone 0333 2401727

Declaration

Keswick 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 Keswick 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 Town Council activities.

This policy will be reviewed annually.

Keswick Town Council Safeguarding Guidelines

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 that 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 a 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 feel responsible for the abuse.
- Don't Do Nothing – make sure you tell the Safeguarding Lead immediately – they will know how to follow this up and where to go for further advice.

Date adopted: XXX 2023

Date for Review: XXX 2024