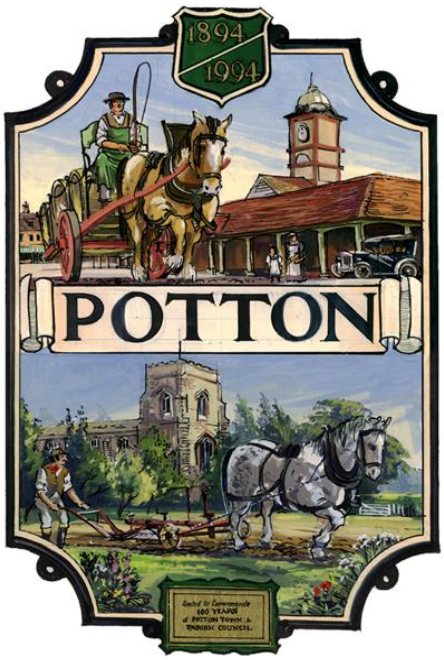
Potton Town Council



Safeguarding Policy
Children, Young People and Vulnerable Adults

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Town Clerk

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Potton Town Council

Safeguarding Policy

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1. AIM OF POLICY

1.1 The aim of this policy is to set out the duty to safeguard and promote the welfare of children, young people and vulnerable adults in Potton and how this will be implemented by Potton Town Council (the Council) in the discharge of its duties.

1.2 Everyone, including children, young people and vulnerable adults, has the right not to be abused. The Council recognise the need to ensure their welfare when they come into contact with the services we provide.

1.3 This policy applies to all members of staff of the Council, all Council Elected Members and all those organisations who have a working relationship with the Council.

1.4 This policy will set out to staff the:

- Council's approach to the safeguarding of its clients;
- Ways in which the Council does this;
- The steps taken to avoid abuse taking place;
- The actions that will be taken by the Council to deal with abuse if it occurs.

2. SCOPE OF POLICY

2.1 Safeguarding is everyone's responsibility and all staff who, during the course of their employment have direct or indirect contact with children and vulnerable adults, have a responsibility to safeguard and promote the welfare of children and vulnerable adults.

2.2 This is a joint policy as there are similarities in many of the actions needed to safeguard children and young people and to safeguard vulnerable adults.

2.3 However the Council recognises that there are also some distinct differences between these groups and these are reflected in this document.

2.4 Children and young people are defined as those aged under 18.

2.5 A vulnerable adult is someone aged 18 or over:

- Who is, or may be, in need of community care services due to age, illness or a mental or physical disability;
- Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.
- For example, a person who:
  - is frail due to age
  - is suffering from mental illness or dementia
  - has drug or alcohol problems
  - has a learning disability
  - has mental or physical ill health or disability
  - has sensory loss e.g. hearing/sight impairment.

2.6 Vulnerability is related to how able an adult is to make and exercise their own informed choice, free from duress or undue influence, and to protect themselves from abuse, neglect and exploitation.

2.7 An adult should be assumed to be covered by this policy unless there is information to indicate that they are not.

3. TYPES OF ABUSE

3.1 'No Secrets' produced by the Department for Health in 2000 described abuse as 'a violation of an individual's human and civil rights by any other person or persons'.

There are seven categories of abuse.

Physical: causing physical harm, including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraint, failing to provide physical care and aids to living;

Sexual: including sexual assault, rape, inappropriate touching/molesting, forcing or enticing someone into sexual acts they don't understand or feel powerless to refuse; grooming a child or young person in preparation for abuse.

Emotional or psychological: persistent emotional ill treatment or rejection, including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, belittling, silencing, controlling or humiliating;

Financial or material: illegal or improper use of an adult's property, money or other assets without their informed consent or where the consent is obtained by fraud. It can include withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not repaying;

Neglect: persistent or severe failure to meet a person's basic physical and psychological needs. It will result in serious impairment of their health or development, and can include withholding shelter, food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk, failing to ensure adequate supervision or unresponsiveness to the basic emotional needs of a child;

Discriminatory: including slurs, harassment and maltreatment due to a protected characteristic (Equality Act 2010);

Institutional: including the use of systems and routines which neglect a person receiving formal care e.g. in a children's home.

4. SIGNS OF ABUSE

4.1 There are many possible signs of abuse, none being conclusive on their own.

Examples include:

- Unexplained injury / weight loss / cuts and bruises / dirtiness
- Changes in behaviour
- Depression / low self-esteem
- Lack of self-care / dehydration / abnormal eating pattern
- Harm to self
- Obsessive behaviour
- Bills not being paid
- An overly critical or disrespectful carer who may bully or undermine
- Isolation from usual network of friends, family or community.

5. SAFEGUARDING

5.1 Safeguarding children from abuse and promoting their welfare means:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

5.2 Safeguarding vulnerable adults means protecting them from maltreatment, and preventing injury or significant harm. Abuse violates an adult's human and civil rights. It can vary from treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical suffering.

5.3 A safeguarding concern arises if abuse is suspected or disclosed. Abuse can happen anywhere – at home, in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment or in the street.

6. REPORTING SAFEGUARDING CONCERNS

6.1. A safeguarding concern arises if abuse is suspected or disclosed. Abuse can happen anywhere – at home, in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment or in the street.

6.2 We all have a responsibility to report any safeguarding concerns over the welfare of children, young people or vulnerable adults. This extends to the identification of signs of abuse; poor practice by staff, councillors and others acting for or on behalf of the council, and allegations brought to our attention by a member of the public. Reporting safeguarding concerns can prevent serious abuse or harm from happening, or from escalating.

6.3 Staff, councillors and volunteers must not attempt to investigate abuse themselves; neither must they confront anyone who is allegedly responsible for abuse nor tell them that allegations have been made about them.

6.4 The officer responsible for receipt of concerns and forwarding them on is the Clerk. If the Clerk is absent do not wait for him/her to return to work.

6.5 Report safeguarding allegations or concerns to Central Bedfordshire Council's Children's or Adults Services at the earliest possible opportunity, and at least within 24 hours.

6.6 Dial 999 if a child, young person or vulnerable adult may be in imminent danger or a criminal offence may have been committed.

6.7 On reporting a concern as much factual information should be provided as possible.

For example:

- The child, young person or vulnerable adult's name and address (and parents'/carers' address if different);
- The reason for concern – a note of significant events or conversations should be made as promptly as possible to assist with any referral and subsequent investigation. Evidence such texts or Facebook entries should be preserved;
- Any other known factors which may be contributing to the problem;
- Additional information such as age (or date of birth), ethnicity, religion, language and disabilities / specific needs.

6.8 The safeguarding concern should still be reported whether or not the information is complete.

7. CONFIDENTIALITY, RECORD KEEPING AND SHARING INFORMATION

7.1 Information about safeguarding concerns should be regarded as confidential. The information is not secret, however, and the Council will co-operate with investigations by Central Bedfordshire Council's Children's or Adults services, or the Police as applicable, and follow their advice to ensure that any risk to the safety of children, young people and vulnerable adults is addressed.

7.2 Where a disclosure is made it is important that the staff member does not promise the child/young person/vulnerable adult to keep the information secret, but says that they will only disclose it to someone who can help them.

7.3 It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child or vulnerable adult, their family and any child protection investigation that may follow.

8. ALLEGATIONS AGAINST A COUNCILLOR OR MEMBER OF STAFF

8.1 If someone witnesses behaviour by a councillor, member of staff, contractor or partner, or an allegation is made about them that indicates that they have, or may have:

- harmed a child, young person or vulnerable adult, or put them at risk of harm;
- possibly committed a criminal offence against or related to a child, young person or vulnerable adult or
- behaved in a way that indicates they may pose a risk of harm to children, young people or vulnerable adults,

they must report it as a safeguarding concern to the Police and/or Central Bedfordshire Council's Children's or Adults Services at the earliest possible opportunity.

8.2 A councillor or member of staff must report any allegation made against them to the Clerk or Chair of the Council.

8.3 Safeguarding concerns and allegations relating to staff will be dealt with in accordance with the Disciplinary Procedure (including in instances where the member of staff resigns or leaves). However, investigations by the responsible authorities will take precedence over internal council procedures relating to conduct. The Clerk or Chair of the Council will liaise with the responsible authorities to agree the appropriate course of action.

8.4 The Clerk or Chair of the Council will seek advice from Central Bedfordshire Council's Children's or Adults Services or Police prior to informing a member of staff of an allegation against them. The Clerk or Chair of the Council will offer appropriate welfare support to the member of staff and ensure that they are kept appropriately informed during any investigation process.

8.5 In accordance with the law, the council will refer to the Disclosure and Barring Service (DBS) any member of staff:

- who was dismissed because they harmed a child or adult;
- who was dismissed or removed from working in a regulated activity because they might have harmed a child or adult otherwise;
- who would have been dismissed for either of these reasons, but they resigned first; or
- who works with children or vulnerable adults in regulated activity and has been cautioned or convicted for a relevant offence.

8.6 Safeguarding concerns and allegations relating to councillors will be referred to the Monitoring Officer and dealt with in accordance with the Code of Conduct of Members of the Council.

9. RECRUITMENT AND SELECTION

9.1 Criminal record checks will be made where appropriate.

9.2 Roles that involve "regulated activities," such as caring for, supervising or being in sole charge of children or vulnerable adults, require an Enhanced Disclosure and Barring Service (DBS) Check.

9.3 This may include checking whether someone is included in the two DBS 'barred lists' of individuals who are unsuitable for working with children and adults. DBS checks must be obtained for staff and volunteers undertaking these roles, and they will not be permitted to commence unaccompanied work until they have been received.

9.4 It is against the law for employers to employ someone, or allow them to volunteer for, this kind of work if they know they are on one of the barred lists.

10. INFORMATION AND TRAINING

10.1 Appropriate information will be made available to staff and councillors in the form of this policy and any necessary training.

11. EXTERNAL ORGANISATIONS LICENSED BY, OR WORKING WITH, FOR, OR ON BEHALF OF THE COUNCIL

11.1 The council works with and through a number of external organisations such as charities, contractors, other public sector bodies etc.

11.2 Where these external organisations are likely to have significant contact with children, young people or vulnerable adults as a direct result of their work for, on behalf of, or in partnership with the council, they are required to have safeguarding procedures, such as safe recruitment and selection processes, in place.

11.3 They must be made aware of this policy and must provide the council with a copy of their safeguarding procedure.

12. HOW TO MAKE A SAFEGUARDING ADULTS ALERT/REFERRAL

12.1 Safeguarding Adults' Services in Central Bedfordshire are coordinated by the Local Safeguarding Board for Bedford Borough and Central Bedfordshire. The role of the Board is to promote the safety of adults by developing robust multi-agency systems for the prevention and investigation of the abuse of adults.

12.2 If you're an adult experiencing abuse or neglect, or if you're concerned about an adult possibly experiencing abuse or neglect, contact Central Bedfordshire Council Adult Services on **0300 300 8122** (Monday to Friday, 8:45am to 5:20pm), **0300 300 8123** (outside of these hours) or email adult.protection@centralbedfordshire.gov.uk.

12.3 Your call will be put through to the team who will listen to what you have to say and will ask you questions so they fully understand the concerns you are raising.

13. HOW TO MAKE A SAFEGUARDING CHILDREN AND YOUNG PEOPLE ALERT/REFERRAL

13.1 If you think a child you know is being harmed or at risk of being harmed, you can contact the Access and Referral Hub on **0300 300 8585**, who can talk to you about your concerns; you can also email cs.accessandreferral@centralbedfordshire.gov.uk.

13.2 An out of Hours Service on **0300 300 8123** is available for:

- Children, young people or families experiencing immediate difficulties; or
- People who have an immediate concern for the safety of a child/young person

13.3 If there is an immediate issue of safety, the Police should be contacted.