

***Royal Wootton Bassett  
Town Council***

ADOPTED BY COUNCIL  
*13<sup>th</sup> February 2020*

Child Protection and  
Safeguarding  
Vulnerable Adults Policy

## **SECTION 1**

### **Introduction**

Everyone has a duty to safeguard children, young people and vulnerable adults.

This policy promotes good practice in safeguarding for those using Town Council facilities.

### **Definitions**

#### **Children and young people:**

Anyone under the age of 18 years

#### **Vulnerable Adult:**

Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

#### **To whom this policy applies**

This policy applies to anyone working for or on behalf of the Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual hiring, leasing or using the Town Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

## **SECTION 2**

### **Promoting a safe environment**

In order to promote a safe environment for children, young people and vulnerable adults, the Town Council will:

- Provide safe facilities and complete regular safety assessments.
- Ensure that employees, councillors and users of council facilities, are aware of the safeguarding expectations.
- Ensure that the Policy for users of council facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. For example, those adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.

- Display on notice boards the relevant safeguarding contacts for advice and help. See below.

### **Hiring of facilities to groups for use with children, young people or vulnerable adults**

The Town Council will require the hirer to:

- Have public liability insurance.
- Have a suitable policy for safeguarding children, young people and vulnerable adults and/or agree to work to the Town Council's policy and relevant guidance.
- Ensure hirers make their groups aware of the Town Council Policy and ensure that it is followed whilst using Town Council facilities.
- Ensure hirers have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Complete risk assessments for individual activities.

### **SECTION 3**

#### **Safe working practice**

All users of Town Council facilities must follow the safeguarding children, young people and vulnerable adults policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female workers in any mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.

- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.
- Any disclosures made by a vulnerable person should be forwarded immediately to the appropriate agency. Contact details of which are shown at the end of this policy.

### **Expectations of behaviour**

All users of Town Council Facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves inappropriate behaviour , to include but not limited to, racism, sexism, ageism, homophobia and bullying and in addition to report any instances of such behaviour to the Town Council staff, town councillors, or parents and carers, as appropriate.

## **SECTION 4**

### **Allegations against staff and volunteers**

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is advisable for interviews or work with individual children or vulnerable adults to be conducted in view of other adults.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Town Clerk or the most senior staff member available.
- If the allegation made to a member of staff concerns the Town Clerk or most senior staff member, the recipient of the allegation will immediately inform the person's line manager or the Mayor.
- The Town Council will follow the Wiltshire Safeguarding Child Board (WSCB) procedures for managing allegations against staff/volunteers on the WSCB website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

### **Whistleblowing**

Everyone working for or on behalf of the Town Council whether in a paid, voluntary or commissioned capacity should be aware of their duty to report any concerns they may have about the actions of colleagues or anyone in any situation with regards children and/or

vulnerable adults and appropriate advice will be sought from the LADO or Safeguarding Team.

### **What should be a cause for concern**

A concern is any action or inaction, which harms the physical and/or emotional development of a child or vulnerable adult. All staff and volunteers coming in to contact with children or vulnerable adults are to have an awareness of safeguarding and this policy.

### **Dementia and the Safe Places Scheme**

The Town Council staff located in their offices on the high street are dementia trained and Safe Places is a National scheme encouraging businesses and services to provide initial support to anyone who becomes upset, confused or vulnerable when out and about in their community. A Safe Place is indicated by the Safe Place sticker, displayed prominently in the window of each business or service that has agreed to take on this role. In addition to the Town Council offices on the high street the following are also Safe Places:

Audrey & Bailey Solicitors, High Street;  
Boots Chemist, High Street;  
Costa Coffee Café, Borough Fields;  
Dandelion Gift Shop, High Street;  
Doctors Surgery, Tinkers Lane;  
Haines & Smith Optician, High Street;  
Cohens Chemist, High Street;  
Library, Borough Fields;  
Lime Kiln Leisure Centre, Lime Kiln;  
Maslin's Undertakers, High Street;  
New Court Doctors Surgery, Borough Fields;  
Post Office, High Street;

### **Contact Details**

**The police direct on 999 for any emergency or if a child, young person or vulnerable adult is in immediate danger.**

**The NSPCC Child Protection Helpline on 0808 800 5000, website address is:**

**<https://www.nspcc.org.uk>**

**ChildLine on 0800 1111, website address is: <https://www.childline.org.uk>**

<b>Contact</b>	<b>Email</b>	<b>Telephone</b>
<b>Multi-Agency Safeguarding Hub (MASH)</b> To report a concern of abuse or neglect call the MASH Team	<a href="mailto:mash@wiltshire.gcsx.gov.uk">mash@wiltshire.gcsx.gov.uk</a>	0300 456 0108 Out of hours: 0845 6070888

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Contact	Email	Telephone
<b>Local Authority Designated Officer (LADO)</b> To report an allegation against a person in a position of trust or for advice	N/A	0300 456 0100 and ask for the LADO

Contact	Email	Telephone
<b>Social Care Help Desk</b> To report a vulnerable person or adult at risk being abused	<a href="mailto:customeradvisors@wiltshire.gov.uk">customeradvisors@wiltshire.gov.uk</a>	0300 456 0111 Out of Hours: 0845 607 0888

**Wiltshire Safeguarding Children Board (WSCB) –**

For general safeguarding issues and training please contact the WSCB team.

Contact	Email	Telephone
<b>WSCB</b>	WSCB@wiltshire.gov.uk	01225 718093
<b>WSCB Training</b>	WSCBtraining@wiltshire.gov.uk	01225 713560
<b>Website:</b> <a href="http://www.wiltshirescb.org.uk">http://www.wiltshirescb.org.uk</a>		

This policy is to be reviewed at least every two years by the Town Council or where there is new legislation.

**Town Council Address:**

117 High Street,  
 Royal Wootton Bassett,  
 Wilts. SN4 7AU  
 Tel: (01793) 850222

Website: <http://www.royalwoottonbassett.gov.uk>