

# Safeguarding

RESPONSIBLE COMMITTEE: P&F

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*This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.*

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## **Saltash Town Council**

### **Safeguarding Children, Young People and Adults Policy**

This policy applies to all members of staff of Saltash Town Council, all Council Elected Members and all those organisations who have a working relationship with the Council including external suppliers of services and volunteers.

#### **Introduction**

Safeguarding is everyone's responsibility and all staff have a responsibility to safeguard and promote the welfare of children, young people and adults.

There is a duty on organisations to make appropriate arrangements to safeguard and promote the welfare of children and adults. Also government guidance makes it clear that it is a shared responsibility, and depends upon effective joint working between agencies and professionals that have different roles and expertise.

All staff, contractors and volunteers need to have an awareness that there are many forms of abuse. Ideally, staff, contractors and volunteers who engage with children will have accessed appropriate child protection training through the CISSCB but further information about types of abuse, signs to look for and what to do if you are concerned are also available on the CISSCB website - [www.safechildren-cios.co.uk](http://www.safechildren-cios.co.uk)

#### **Safeguarding Children and Young People**

Definition:

A child is "anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989. (See Children's Act 2004)

Key Principles:

Effective safeguarding arrangements in every local area should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

Saltash Town Council recognises that, under the Children Act 2004, it has a statutory duty to make arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the welfare of children in Saltash – this includes all services directly provided and those commissioned by the local authority.

Saltash Town Council will ensure that all members of staff across the whole Council know or can easily find out what they need to do if they have a concern about the abuse of children or young people.

## **Safeguarding Adults**

Definition:

The Care Act 2014 sets out statutory duties for safeguarding adults.

Under section 42 of the Care Act 2014, safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Key Principles:

The Care Act 2014 guidance sets out six key principles of adult safeguarding (Care Act Guidance, paragraph 14.13):

- Empowerment – People being supported and encouraged to make their own decisions and informed consent.
- Prevention – It is better to take action before harm occurs.
- Proportionality – The least intrusive response appropriate to the risk presented.
- Protection – Support and representation for those in greatest need.
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability – Accountability and transparency in delivering safeguarding.

## **Responsibilities for Safeguarding**

Saltash Town Council will ensure that:

All Town councillors and senior managers are committed to safeguarding and promoting the welfare of children, young people and adults, that they demonstrate leadership, are informed about and take full responsibility for the actions of staff who provide services to children, young people, adults and their families or carers at all levels.

This means:

- Ensuring the highest standards of safer recruitment, supervision and management oversight of Council staff, particularly but not exclusively those working directly with children, young people and adults;

- Ensuring that children, young people and adults are seen and listened to and that their views are taken fully into account when making decisions;
- Taking appropriate action regarding any concerns expressed about their welfare, commensurate with their rights to privacy and wherever possible on the basis of informed consent;
- All members of staff and volunteers who are employed by or on behalf of the authority, will have a clear understanding of the Council's responsibilities for safeguarding;
- A statement of the Council's responsibilities towards children, young people and adults will be available to all staff; this will include effective systems to ensure that complaints about noncompliance with safeguarding procedures and policies can be made by children, young people, adults, staff and other people - and that they receive an appropriate response;
- Regularly refreshing our policies and procedures about safeguarding in light of lessons from research and serious case reviews and maintaining an action plan for continuous improvement;
- Promoting the highest standards of safeguarding practice across the organisation, including robust standards for safe recruitment and ongoing checks.

### **Staff Awareness \***

\* Includes employees, Councillors, contractors and volunteers

The Council considers that safeguarding is everyone's responsibility. In particular, the Council will ensure that all staff know what to do and how best to share information in order to ensure that children, young people, adults and their families or carers receive necessary services - especially when they are concerned that a child, young person or adult may be suffering or at risk of suffering harm – and that all staff have access to support and appropriately expert advice in this context.

Employees, Councillors, contractors and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on to the Assistant Town Clerk, or direct to the Multi Agency Referral Unit (MARU) on 0300 123 1116 or Cornwall and Isles of Scilly Safeguarding Children Board (CISSCB) on 01872 326536.

### **Allegations against staff, Councillors and volunteers**

All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

- All staff should be aware of the settings behaviour/discipline policy.
- The Town Council should follow the CISSCB procedures for managing allegations against staff/volunteers, a copy of which can be found on the

CISSCB website - [Cornwall and the Isles of Scilly Safeguarding Children Partnership - Home page \(ciossafeguarding.org.uk\)](http://ciossafeguarding.org.uk)

No attempt should be made to investigate or act on any allegation before consultation with the CISSCB.

### **Safer Recruitment**

Saltash Town Council demonstrates its commitment to safeguarding and promoting the welfare of children, young people and adults at all stages of the recruitment and selection process.

It has in place consistent, fair and thorough safer recruitment practices and processes that aim to deter, reject or identify people who might abuse children, young people or adults and to ensure that those recruited are suitable to work within the Council's services.

In addition, the Council expects all of its partner organisations to have robust, well managed safeguarding arrangements in place which are compliant with regulations and legislation.

Managers who recruit into roles working with children and/or adults should ensure that all the relevant safeguarding, recruitment and barring checks have been undertaken for all employees, volunteers and suppliers of services to the Council. Such checks and measures may include for example:

- Safeguarding responsibilities identified on role profiles and adverts;
- Stated requirement for appropriate criminal record checks;
- Use of application forms;
- Face-to-face interviews;
- Undertaking pre-employment checks, including the appropriate; criminal record check
- Taking up references;
- Probationary and supervision periods; and
- Monitoring conduct within the role.

Safer recruitment is part of a culture of ongoing vigilance where safer working practices are used by supported and well-trained staff. Adults working with children, young people and/or adults will be clear about appropriate and inappropriate practice and are able to raise concerns when these arise. Features of a safer culture may include:

- Policies and procedures put into practice;
- Clear procedures and support for reporting concerns;

- Induction and probationary periods;
- Setting acceptable standards of behaviour; and
- Commitment to safeguarding and an ongoing culture of vigilance.

### **How to make a safeguarding children and young people alert/referral**

If you wish to report an incidence of abuse or neglect, please contact the Multi Agency Referral Unit on: 0300 123 1116.

Outside of normal working hours there is an out of hours service available to ensure that urgent situations are responded to appropriately. The out of hours service runs from Monday to Thursday 5:15pm and 4:45pm on Fridays until 8:45am weekdays and for 24 hours on Saturdays and Sundays and can be contacted by phoning 0300 1234 100.

### **How to make a safeguarding adults alert/referral**

In Cornwall and the Isles of Scilly a safeguarding adult's referral is called a safeguarding adults alert. To make a safeguarding adults alert in Cornwall you need to contact the Access Team within Education, Health and Social Care on 0300 1234 131.

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

When the offices are closed you can call 01208 251 300 for emergencies only.

### **Other Useful websites:**

Cornwall & Isles of Scilly Local Safeguarding Children Board

<https://ciossafeguarding.org.uk/scp>

Safeguarding Adult Board Website:

[www.cornwall.gov.uk/safeguardingadults](http://www.cornwall.gov.uk/safeguardingadults)

<https://ciossafeguarding.org.uk/sab>

South West Child Protection and Safeguarding Procedures

<https://www.proceduresonline.com/swcpp/>