

# **DESBOROUGH TOWN COUNCIL**

## **Safeguarding Is Everyone's Responsibility Policy**

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### **Declaration**

The Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm, and neglect whilst they are engaged in any activity associated with the Town Council.

All staff and Members of the Council must 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.

The policy covers all:-

- staff;
- Members of the Council;
- co-opted members of Committees, Working Parties, and other official groupings;
- volunteers acting under the control and direction of the Council;
- other organisations operating in Council premises or under the Council's auspices.

### **Policy Objectives**

- i) To ensure that where possible all facilities and activities offered by the Council are designed and maintained to limit risk to children and vulnerable adults.
- ii) 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.
- iii) To ensure that all allegations or suspicions of child abuse, or abuse of vulnerable adults, are reported to the Safeguarding Officer

### **Responsibilities & Procedures**

#### **A. Everybody**

Safeguarding children and vulnerable adults is everybody's responsibility.

#### **B. Desborough Town Council**

- i) To ensure the policy is adhered to.
- ii) To keep this policy under review and updated at least annually.

#### **C. Councillors (and non-voting members of Committees and Working Parties)**

- i) All new Councillors will be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.
- ii) To 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.

#### **C. Other organisations**

Any organisation which may make contact with 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 facilities controlled by the Council.

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In the event of a contractor, working directly for the Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be required to provide their Safeguarding Policy.

#### **D. The Town Clerk**

The Town Clerk has been designated as Safeguarding Officer and the responsibilities include:

- i) Ensuring that participants are appropriately briefed before any Council-organised event with children or vulnerable people;
- ii) Ensuring that Members are aware of the risk they may face in certain circumstances whilst carrying out their duties;
- iii) 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;
- iv) Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed and two satisfactory references produced;
- v) Completing a risk assessment on whether a DBS check is necessary for any person working under the control of the Council or on a Council activity;
- vi) After consultation with the Chair, making a decision on whether any person should be DBS checked, unless the Council has already made such a determination;
- vii) Ensuring approved DBS checks are carried out and determining action in response to the results of any such check carried out;
- viii) Keeping records in an incident book of any allegations a young person may make to any member of staff, Councillor, Committee / Working Party member, or volunteer.
- ix) Ensuring that concerns raised are 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 (if appropriate).
- x) Ensuring that facilities offered by the Council have been inspected on a regular basis and at least annually by an appropriate representative of Kettering Borough Council, RoSPA or a similar organisation.
- xi) Ensuring that information is shared about child protection and good practice with partner organisations, Councillors, employees, volunteers, parents, and carers.

#### **Library**

The Town Council acknowledges that it shares space with the Library and that safeguarding concerns may arise in shared space, or be drawn to the attention of either the Town Council or the Library Service. A decision will be made between the Safeguarding Leads of the Library and the Town Council as to who should take responsibility for any concern, having regard to the circumstances, the nature of the concern, and any activity which led to the concern.

#### **Supervision of Children**

The Council does not directly provide care or supervision services to children and vulnerable adults, therefore it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult. The Safeguarding Officer will require evidence of such consent and supervision if he deems it necessary.