Chilton Town Council

SAFEGUARDING
POLICY & PROCEDURE

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CHILTON TOWN COUNCIL

SAFEGUARDING POLICY AND PROCEDURE

This policy identifies procedures, roles and responsibilities for ensuring that Chilton Town Council staff and volunteers (primarily councillors) deal with safeguarding issues appropriately and promptly.

Introduction-

Chilton Town Council is committed to ensuring that all those associated with it have positive and enjoyable experiences. Consequently, we are committed to ensuring that all children and young people and adult at risk who take part in our activities are kept free from harm.
We ensure that:

- Everyone is treated with respect
- Activities take place in a safe and secure environment
- Staff and volunteers who work regularly and unsupervised with children, young people and adult at risk will be DBS checked
- Opportunities exist for young people, adults at risk and parents/primary carers to talk to us about any concerns they may have
- Children, young people, adults at risk and parents/primary carers feel comfortable and confident enough to discuss attitudes and behaviours they do not like
- Adults associated with the town council will takes appropriate action when children, young people/adults at risk or parents/primary carers express concern about abuse
- No adult is left alone with individual children/young people/adult at risk

Rights

- Children and young people/adult at risk have a right a proper care and protection from all forms of abuse
- Staff and volunteers have the right to proper support in carrying out their work and providing children/young people/adults at risk with due rights and respect

What is the definition of an Adult at Risk-

An **adult at risk** is an individual aged 18 years and over who:

(a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
(b) is experiencing, or at risk of, abuse or neglect, AND;
(c) 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.

What are the Types of Abuse?

The Care Act 2014 promotes individual well-being, including protection from abuse and neglect. The following is a list of the types of abuse and neglect that can occur.

- Physical
- Sexual
- Emotional/Psychological/Mental
- Neglect and acts of Omission
- Financial or material abuse
- Discriminatory
- Organisational / Institutional

- Self-neglect
- Domestic Abuse (including coercive control)
- Modern slavery

Anyone not familiar with types of abuse or not able to recognise signed of abuse should attend safeguarding training.

Possible signs of abuse – staff and volunteers will look out for the following possible signs of abuse. However, it is understood that not all manifesting of these symptoms will necessarily be suffering

Caution, sensitivity and common sense will shape precisely how adults respond to these symptoms:

If a child or young person/adult at risk

- Becomes withdrawn or isolated
- Becomes aggressive or starts seeking attention
- Becomes afraid of certain people
- Develops chronic medical problems such as stomach pains or headaches
- Acts in sexually inappropriate ways towards adults or peers
- Becomes anorexic or bulimic
- Fails to thrive
- Is often hungry
- Has regular accidents
- Has poor personal hygiene
- Is regularly tired
- Is reluctant to go home
- Wears inappropriate clothing
- Develops poor social relationships
- Exhibits inappropriate emotional responses
- Exhibits dramatic changes in mood or behaviour
- Engages in drug or alcohol abuse
- Runs away
- Feels depressed
- Has bumps, bruises, or wounds and unconvincing explanations for them
- Tells of a friend with a problem of abuse

Appropriate steps will be taken to enquire as to whether the person is suffering from abuse and where necessary the advice of Durham County Council's safeguarding team will be sought.

Roles and responsibilities

Chilton Town Council's named Safeguarding Officer is the Town Clerk, Mrs. Joanne Dickinson. The Town Council has also appointed a second Safeguarding Officer for when the Town Clerk is unavailable- Mrs Anne Hall, Finance and Admin Officer. The named Safeguarding Officers will ensure the implementation and updating of this policy and should be consulted when ANY safeguarding issues arise.

All staff and volunteers who have regular and unsupervised contact with children and young people and adults at risk must have a DBS check. Any visiting adult or staff member awaiting DBS clearance must never be left alone with any child/adolescent/adult at risk.

Safeguarding Officer 1 contact details: joanne.dickinson@chiltondurham-tc.gov.uk
Safeguarding Officer 2 contact details: anne.hall@chiltondurham-tc.gov.uk

Telephone number: 01388721788

Chilton Town Council Offices, Hutton House, Chilton, County Durham, DL17 0HE

It is the responsibility of all staff and volunteers to:

Treat each child/young person/adult at risk with respect.
Provide a safe and secure environment for all children/young/adult at risk using the council premises and/or attending events arranged by the council.
Be vigilant to possible signs and symptoms of abuse.
Follow the agreed procedure, as described in this policy, for reporting and recording concerns arising during the time children/young people/adults at risk are using the council premises and/or attending events arranged by the council.
Ensure that all unfamiliar individuals entering the council premises are appropriately challenged.
Ensure that where comments, actions and behaviour of children/young people/adults at risk arising during time attending the council premises and/or events gives cause for concern the incidents are dealt with promptly and recorded appropriately.

Safe use of premises

It is the responsibility of all staff and volunteers to:

- Ensure that only staff and volunteers who are authorised to work with the children/young people/adults at risk have access to the premises/event.
- All staff and volunteers must carry out a basic risk assessment of the space available to them to highlight vulnerable areas of the room/event space, such as concealed entrances or unsupervised areas.
- Where parents are present throughout the activity, they should be made aware that they are responsible for the supervision of their own children and that they should not leave the premises.

Procedure for reporting a case of suspected abuse

If abuse is suspected, staff and volunteers will:

- Ensure that the appropriate officer is promptly made aware of the issue/situation.
- Complete a child protection report form (attached to this policy).
- Ensure that the allegation/suspicion is taken seriously and that it is properly and promptly reported and recorded.
- Ensure that the appropriate officer has all of the relevant information to enable them to inform the relevant authorities (e.g. Durham County Council's Safeguarding Team and/or the Police).

Procedure for dealing with disclosures of abuse

Staff and volunteers will:

- Reassure the person disclosing that they are doing the correct thing by telling an adult
- Reassure the person disclosing that it is right to talk.
- Not blame the person disclosing for the abuse suffered.
- Listen to the person disclosing carefully.
- Promise to support the person disclosing.
- Inform the person disclosing about what you will do.
- Contact Children's Services and/or the Police if it is felt that the young person is likely to be at risk if they return home.
- Thank the person for confiding.
- Report and record the allegation promptly to the appropriate officer (The Town Clerk) and fully complete the report form that is attached to this policy.

Staff and volunteers will under NO circumstances,

- Promise confidentiality to the person disclosing.

- Be judgemental or show anger, disgust or disbelief.
- Ask direct questions of the person disclosing, let them talk and tell you what they want to tell you at their own pace.
- Attempt to personally investigate the disclosure allegation(s)
- Minimise/trivialise the effects of the alleged abuse.
- Become unnecessarily involved.
- Over dramatise or criticise.
- Confront the alleged abuser(s).
- Chastise/criticise the person disclosing for not confiding earlier.
- Try to force the discloser to forget.

If allegations of abuse are made against a person who is not associated with Chilton Town Council, Durham County Council's Safeguarding Team will be immediately notified, and action taken on their advice.

If allegations of abuse are made by a person against a person who is a member of a group that is in any way connected to Chilton Town Council, Durham County Council Safeguarding Team will be immediately notified and action taken on their advice.

If allegations of abuse are made by a person against an individual member of staff or volunteer associated with Chilton Town Council, Durham County Council's Safeguarding Team will be immediately notified and action taken on their advice. The individual associated with the Town Council will be immediately notified of the allegation made against them and they will not be allowed to work in any shape or form with the Town Council.

Other staff and volunteers associated with the Town Council will be advised that they should not discuss with the accused any aspect of the alleged incident/or the enquiry that follows disclosure, as this may seriously affect the outcome of the enquiry.

The outcome of the enquiry will determine whether the individual accused of abuse will be allowed to continue to work with the Town Council.

Early Police intervention may be required in cases of extreme abuse.

Advice about police intervention will be taken from Durham County Council's Safeguarding Team.

Monitoring and Evaluation:

Once a year, staff and volunteers associated with the Town Council will meet to discuss the extent to which practice conforms with the content of the policy. Following the adoption of the policy, staff and volunteers associated with the Town Council will discuss annually whether the policy needs revising in the light of new safeguarding best practice advice.

CHILTON TOWN COUNCIL
PRIVATE AND CONFIDENTIAL
SAFEGUARDING INCIDENT REPORT

(If there is insufficient space to record all details on this form please add any additional material on a blank sheet of paper and sign and date each page and staple them to this form)

Staff and volunteers should use this form to record:

✓ Any allegations that a child/young person/adult at risk has suffered or may be at risk of suffering abuse.

✓ Any concerns or disclosures which lead them to suspect that a child/young person/adult at risk has suffered or is suffering significant abuse, or maybe at risk of abuse.

Name of organisation: _____

Staff/volunteers name: _____

Job title: _____

Date and time this report was written: _____

Date: _____ Time: _____

Child/Young person/adult at risk's name: _____

Age: _____ Date of birth: _____

Home address: _____

Parent/guardian's contact telephone number: _____

NATURE OF ALLEGATION / CONCERN / DISCLOSURE

DATE _____ TIME _____

PLACE _____

What happened, please include details of what has been disclosed and/or witnessed.

Who else was present at the time of the incident/disclosure:

Contact details of those present: (telephone number, address and email address)

Name (Please Print)_____ and Signature of Person Completing this Form_____

Contact details of the person completing this form

Telephone number(s)_____

Position held within the Town Council_____

PREVIOUS CONCERNS

Have there been any previous concerns about this child/young person/adult at risk? If so, what/where were they? When did they happen? What action, if any, was taken?

ACTION TAKEN BY YOU NOW

Signed by: _____ (position in Council)

Contact telephone number and email address: _____

Date: _____ and Time: _____

CONSULTATION WITH CHILTON TOWN COUNCIL'S NAMED CHILD PROTECTION OFFICER/SAFEGUARDING OFFICER

Date: _____ Time: _____

Name: _____ Position: _____

Decision made/action taken: _____

FOLLOW UP ACTION TAKEN

Date _____

Time _____

Details

Signature of Responsible Officer for Follow Action

_____

Signature of staff/volunteer who completed this report

Date _____