



TODMORDEN TOWN COUNCIL
Safeguarding Policy

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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 or involved in Town Council activities. The Town Council will review it every two year or when legislation changes.

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 using any 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 do regular safety assessments.
- Ensure that employees, Councillors and leaders of activities in/on Town facilities, are aware of the safeguarding expectations.
- Ensure that the policy for users of Town facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. (e.g., any 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.)

- Ensure that attendees at functions are aware that parents/carers are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Display on notice boards the relevant safeguarding contacts for advice and help.

The Town Council will require that leaders of groups who use facilities:

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

SECTION 3

Safe working practice

All users of Town facilities or involved in Council activities must follow the safeguarding children, young people and vulnerable adult's 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 leaders working with a 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.

Expectations of behaviour

All users of Town 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 racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, Town councillors, the Town clerk 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.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Mayor of the Town Council.

- The Town Council should follow the Calderdale SCB (Safeguarding Children’s Board) procedures for managing allegations against staff/volunteers on the Calderdale SCB 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 - All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.

What should be a cause for concern? - Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child or vulnerable adult. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding. Free introductory online training or more specific face to face safeguarding training can be booked at: <https://safeguarding.calderdale.gov.uk/professionals/training-and-development/>

All agencies working with children are recommended to follow the multi-agency procedures at: <https://safeguarding.calderdale.gov.uk/>

Useful Safeguarding Contact Details

Contact Email Telephone Multi-Agency Safeguarding Hub (MASH)

To report a concern of abuse or neglect call the MASH Team 01422 393336 or out of hours 01422 288000.

Contact Email Telephone Local Authority Designated Officer

To report an allegation against a person in a position of trust [lodoadmin@calderdale.gov.uk](mailto:ladoadmin@calderdale.gov.uk)

Calderdale Safeguarding Children Board (LSCB) – For general safeguarding issues and training please contact the LSCB team.