



# **Towyn & Kinmel Bay Town Council**

## **Safeguarding Policy**

Adopted by TKBTC at Full Council Meeting held on ---/---/---

### **INTRODUCTION**

Everyone has a duty to safeguard children, young persons and vulnerable adults. Towyn and Kinmel Bay Town Council is committed to ensuring that children, young persons and vulnerable adults are protected and kept safe from harm whilst they are engaging in any activities associated with the Town Council. This policy ensure that relevant legislation is followed and also promotes good practise in safeguarding those using Town Council facilities.

### **DEFINITIONS**

*Children or Young Persons* – anyone under the age of 18 years.

*Vulnerable Adults* – anyone over the age of 18 years and who is (a) unable to care for themselves, or (b) unable to protect themselves from significant harm or exploitation, or (c) may be in need of community care services.

People with special educational needs/disabilities under the age of 25, may be covered by Safeguarding Children and Young People policy rather than Safeguarding Adults but the reporting mechanism is the same and Social Care will decide which procedures need to followed.

Safeguarding and promoting the welfare of children, young people and vulnerable adults is defined as: - *Protecting children, young people and vulnerable adults from maltreatment*

*Abuse* –The four main categories are (1) Physical Abuse, (2) Emotional Abuse, (3) Sexual Abuse, and (4) Neglect.

### **EQUALITIES**

The Equality Act 2010 and Human Rights Act 1998 must be applied to ensure there is no discrimination on the basis of: Race and Ethnicity; Disability; Age; Gender; Sexual

Orientation; Religion and Belief; Welsh Language or Human Rights; Pregnancy and Maternity; Gender Reassignment and Marriage and Civil Partnership.

### **WHO THE POLICY APPLIES TO**

As a Council, we believe that every Child and Adult has a right to be safe from abuse, harm and neglect. The Council acknowledges its role and responsibilities to provide definitive guidance for staff, Councillors, partners and those people whom we serve in this key field.

Safeguarding is everybody's business within the Town Council. Whilst Social Services within Conwy Council is the Lead Service for dealing with enquiries regarding allegations / concerns that Children and Adults who may be suffering significant harm, everyone has a responsibility to safeguard the welfare of Children and Adults, whatever the role of the individual.

This applies to anyone working for or on behalf of Towyn and Kinmel Bay Town Council whether in a paid, voluntary or commissioned capacity, including but not limited to employees, councillors, volunteers or contractors.

Any individual, group or organisation using Town Council facilities for the purpose of delivering any services to children, young persons or vulnerable adults where the Town Council can reasonably be expected to be aware that the delivery is taking place.

### **POLICY AIMS, OBJECTIVES AND SCOPE**

To provide Councillors, staff, Contractors, or Volunteers with guidance on procedures they should use in the event that they suspect a child, young person or vulnerable adult may be experiencing or be at risk of harm or exploitation.

To provide protection for the children, young people and vulnerable adults who use the facilities within the Town boundary.

To set out the roles and responsibilities of the Town Council in helping to prevent any safeguarding issues arising in the course of its activities.

To promote the general welfare, health and development of children, young people and vulnerable adults by encouraging an awareness of safeguarding issues and to be able to respond to concerns or incidents where appropriate as a local government organisation.

As the Town Council does not usually provide direct care or supervision services to children, young persons or vulnerable adults, it would expect that any of those persons using Town Council facilities do so with the consent and appropriate supervision of a parent, carer or other responsible adult.

### **PROMOTING A SAFE ENVIRONMENT**

In order to promote a safe environment for children, young people and vulnerable adults, Towyn and Kinmel Bay Town Council wishes to promote a safeguarding culture within its boundary. In order to achieve this, Towyn and Kinmel Bay Town Council will where applicable:

Make available on public noticeboards and/or its website and to employees, volunteers and councillors relevant contact details for whom they should contact if concerns are raised.

Ensure care is taken if holding virtual meetings to which members of the public, including young people, may be present.

Employees, Councillors 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 authorities as detailed below as soon as possible. As a minimum, it is recommended that all employees, Councillors and any volunteers are made aware of this policy.

It is good practice to write down your concerns so that this can be shared with the Local Authority staff who receive referrals. A template for recording is shown in Appendix 1

When recording details please ensure GDPR is not breached.

## **REPORTING PROCESSES / WALES SAFEGUARDING PROCEDURES**

Any member of staff with concerns regarding the safety of an individual, or the behaviour of a colleague towards Children or an Adult should contact Conwy Council immediately. It is crucial not to delay.

### **To report concerns with a vulnerable adult**

Single Point of Access contact details

<https://www.conwy.gov.uk/en/Resident/Social-Care-and-Wellbeing/Im-worried-about-somebody/Report-an-adult-at-risk.aspx>

Single Point of Access

PO Box 1

Conwy

LL30 9GN

During office hours 0300 456111

Out of hours 0300 123 3079

Fax: 01492 576 330

Text messages (for general enquiries): 07797 870361

Email: [wellbeing@conwy.gov.uk](mailto:wellbeing@conwy.gov.uk)

<https://www.conwy.gov.uk/en/Resident/Social-Care-and-Wellbeing/Im-worried-about-somebody/assets/documents/North-Wales-Adult-Safeguarding-Reporting-Form.docx>

<https://www.conwy.gov.uk/en/Resident/Social-Care-and-Wellbeing/Im-worried-about-somebody/assets/documents/North-Wales-Safeguarding-Reporting-Form.pdf>

## **To report concerns with a child/young person**

Children's Services

<https://www.conwy.gov.uk/en/Resident/Social-Care-and-Wellbeing/Im-worried-about-somebody/Reporting-a-Child-at-Risk/Reporting-a-Child-at-Risk.aspx>

Conwy Social Services

During office hours (8.45am to 5.15pm) telephone 01492 575111

The Police must be contacted immediately if the Child or Adult is in danger, or any criminality is suspected.

The Social Services Emergency Duty Team should be contacted if the issue arises after 5.00pm Monday to Friday and on Weekends and Bank Holidays.

Out of hours 0300 123 3079

## **DEALING WITH ALLEGATIONS OR CONCERNS AGAINST ANY EMPLOYEE, CONTRACTORS, VOLUNTEERS OR COUNCILLORS**

All staff, Councillors and volunteers should take care not to place themselves in a vulnerable position with a child, young person or vulnerable adult. Where undertaken, it is always advisable for any interviews or work with individual children or parents to be conducted in view of other adults.

No attempt should be made to investigate or act on any allegation before consultation with Conwy Council the County's Safeguarding Children's and Adults teams.

If an allegation is made, or a concern is raised about a member of staff, Councillor or volunteer the **Clerk** should contact Conwy Council. If the allegation or concern involves the Clerk, the **Chair** of the Council should contact the Conwy Council.

## **Whistleblowing**

We recognise that children, young people or vulnerable adults cannot be expected to raise concerns in an environment where staff or volunteers fail to do so.

All Councillors, 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 Conwy Council on the numbers shown above. This action may be referred to as a referral.

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

Councillors, staff and volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child/young person or a vulnerable adult. A child, young person or vulnerable adult may be abused by parents, other relatives or carers, professionals and their peers, and abuse can occur in any family or in any other areas of society, regardless of social class, wealth or geographical location.

Abuse falls into five main categories in children, young people and adults:

- physical abuse
- emotional abuse
- sexual abuse
- financial abuse
- neglect

All Councillors, staff and volunteers need to have an awareness that there are many other forms of abuse. These are classed as specific safeguarding issues. Further information regarding these specific issues can be found on the CCBC Safeguarding websites.

[https://www.conwy.gov.uk/en/Resident/searchresults.aspx?search\\_keywords=safeguarding](https://www.conwy.gov.uk/en/Resident/searchresults.aspx?search_keywords=safeguarding)

### **Other useful contacts**

NSPCC: 0808 800 5000

Childline: 0800 11 11

Age Concern Advice Line: 0800 678 1602

## Appendix 1

### Template for recording concerns

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Your name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Your position:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Child/Adult name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Child/Adult address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Approximate age of the child/adult:                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Date and time of disclosure:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| What the child/adult reported: Use the person's own words                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Your observations:</p> <p>Describe the incident as factually as possible. Include who was involved, exactly what happened, where it happened, when it happened, and the source of the information (e.g. Witnesses). Remember to describe clearly any behavioural or physical signs you have observed, using the body map overleaf as necessary.</p> <p>Check to make sure your report is clear now – and will also be clear to anyone reading it in the future. Use a continuation sheet as necessary.</p> |
| <p>Your signature:</p> <p>Print name:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

This information should be passed to Conwy Council

## Towyn and Kinmel Bay Town Council

### Information to parents/carers/members of the public

Everyone has a duty to safeguard children, young persons and vulnerable adults. Towyn and Kinmel Bay Town Council is committed to ensuring that children, young persons and vulnerable adults are protected and kept safe from harm whilst they are engaging in any activities associated with the Town Council.

If you are concerned that the safety and wellbeing of a child, young person or vulnerable adult is in question you can contact our Town Clerk on: 01745 355899

or

To raise a direct concern with Conwy Council regarding a vulnerable adult please contact Conwy Council

- During office hours 0300 456111
- Out of hours 0300 123 3079

To raise a direct concern with Conwy Council regarding a child or young person please contact Conwy Council

- During office hours 01492 575111
- Out of hours 0300 123 3079

