



EYE TOWN COUNCIL

Eye Town Council Child and Vulnerable Adults Safeguarding Policy Statement

Introduction

Eye Town Council acknowledges its duty of care to safeguard and promote the welfare of children, young people and vulnerable adults.

This policy recognises that the welfare and interests of children, young people and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children, young people and vulnerable adults are protected from abuse whilst participating in activities organised by the Council or when using facilities provided by the Council.

Eye Town Council will:

- Promote and prioritise the safety and wellbeing of children, young people and vulnerable adults;
- Ensure councillors, staff, volunteers and hirers understand their responsibilities;
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern;
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored,
- Prevent the employment/deployment of unsuitable individuals,

Councillors and Staff

This policy will be provided to all councillors, staff and volunteers of Eye Town Council who should report any concerns to the Town Clerk who will record the issue and report as necessary to relevant authority through Suffolk County Council's Customer First phone line 0808 800 4005.

Eye Town Council's contact with children, young people and vulnerable adults

Approved by Eye Town Council – 20.12.2017
Next review date: 20.12.2018

Signed Town Mayor

The town does not generally run activities directly for children, young people or vulnerable adults when they are not supervised by their parents or a teacher from their school or a local youth worker. Where we do run activities with young people we will make sure all organisations we work in partnership with have appropriate checks/safeguarding policy in place. If we employ any staff to work directly with young people we will ensure that they have appropriate background checks.

Users of the Town Hall

Eye Town Hall provides a safe and secure venue for a range of services, activities and events. These can be accessed by all members of the local and neighbouring communities including Children, Young People and Vulnerable Adults.

This policy is made available to all adults who book the hall for any activities and covers the expectations on those adults, including any council members, staff or volunteers.

It covers two areas concerning Children, Young People and Vulnerable Adults that all individuals involved with the Hall need to be aware of. The first is the need to ensure that all hall users are safe with all staff, volunteers and other users. The second is that something which happens outside the scope of the Hall may be disclosed to a member of staff, a volunteer or other Hall user.

All hall users are expected to be familiar with expectations of behaviour when working with Children, Young People and Vulnerable Adults including:

- Respecting privacy and preserving dignity at all times.
- Having sufficient personnel so that there are no occasions where the worker is in an isolated situation with a child, young person or vulnerable adult other than in a public area.
- Fully understanding the expectations of staff working with that particular age group and having clear procedures for any intimate care, (such as changing nappies).
- Avoiding physical contact other than that necessary for the care of individuals and being aware of what is acceptable for them.
- Knowing that all forms of verbal abuse, aggression or manipulative behaviour are totally unacceptable, refraining from such acts and reporting any infringements.

Groups and individuals hiring the hall are responsible for their own safeguarding arrangements. Groups which serve the under 3, 3 - 5 and 5 - 11 age groups should follow the Ofsted guidelines for levels of supervision. In addition, Suffolk County Council provide guidelines which should be followed to ensure that all activities are suitably supervised.

If any hall user has concerns about the behaviour or actions of anyone associated with the hall they should immediately inform the Town Clerk. Failure to share information could result

Approved by Eye Town Council – 20.12.2017
Next review date: 20.12.2017

Signed Town Mayor



in a ban from the hall. Anyone acting in an unsafe or unwise manner will be subject to referral to the relevant authorities.

If a disclosure is made to a hall user it should be recorded. Leading questions should not be asked but a clear factual record made of what has been disclosed. If a concern is noticed, (such as evidence of physical abuse, severe neglect or distress), this should be reported in the same way as for disclosures. All referrers should follow the summary guidance:

- Record the time and date
- Don't promise to keep what you're told a secret
- Tell the child or young person what you will do next
- Don't make promises you cannot keep

All disclosures should be immediately reported to the relevant authorities or the Town Clerk.

Reporting

Suffolk County Council

If you are worried that a child, young person or vulnerable adult is at immediate significant risk of abuse, harm or neglect, and cannot contact the clerk please call Suffolk County Council **Customer First on 0808 800 4005** (free from landlines and most mobiles) This is a 24 hour service staffed by a team of professional people with a legal duty to safeguard children. They will listen to your concerns and take appropriate action. Please make the clerk aware of any issues that have been recorded out of hours.

Town Clerk

Email – townclerk@eyesuffolk.org

Telephone - 07713 196251

Prepared on 30/11/2018

