

# Chilton Town Council



## SAFEGUARDING POLICY & PROCEDURE

<b>Policy Effective from: Adopted by Chilton Town Council at a meeting on</b> 11 <sup>th</sup> February 2020		
<b>Revision Dates:</b>	11 <sup>th</sup> February 2022	

# CHILTON TOWN COUNCIL

## SAFEGUARDING POLICY AND PROCEDURE

This policy identifies procedures, roles and responsibilities for ensuring that Chilton Town Council staff and volunteers 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 vulnerable adults 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 vulnerable adults will be DBS checked.
- ✓ opportunities exist for young people, vulnerable adults and parents / primary carers to talk to us about any concerns they may have
- ✓ children, young people, vulnerable adults and parents / primary carers feel comfortable and confident enough to discuss attitudes and behaviours they do not like
- ✓ adults associated with the club / group will take appropriate action when children, young people / vulnerable adults or parents / primary carers express concern about abuse
- ✓ no adult is left alone with individual children / young people / vulnerable adult

### Rights

- ✓ children and young people / Vulnerable adults have a right to 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 / vulnerable adults with due rights and respect.

### What is abuse?

- ✓ **Physical Injury** – The intentional, non-accidental use of physical force that aims to hurt, injure or destroy that child / young person / vulnerable adult.
- ✓ **Sexual Abuse** – The involvement of dependent, developmentally immature children / adolescents or vulnerable adult in sexual activities they do not fully comprehend, or to which they are unable to give informed consent, or that violate the social taboos of family roles.
- ✓ **Emotional Abuse** – The persistent emotional ill treatment of a child / young person / vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to the individual that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve causing them to frequently feel frightened or in danger, or their exploitation or corruption.
- ✓ **Neglect** – When chronic inattention is given to the child / adolescent / vulnerable adult by their parents / primary carers or care givers in the areas of medical,

educational, stimulative, environmental, nutritional, physical or emotional needs.

## **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 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/vulnerable adult:**

- 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 toward 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**

The named Safeguarding Officer will ensure the implementation and updating of this policy and should be consulted when **ANY** safeguarding issue arises.

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

It is the responsibility of all staff and volunteers to:

- ✓ Treat each child/young person/vulnerable adult with respect
- ✓ Provide a safe and secure environment for all children/young/vulnerable adults people using the club/group
- ✓ 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 club/group time
- ✓ Ensure that all unfamiliar individuals entering the clubs/groups premises are appropriately challenged
- ✓ Ensure that where comments, actions and behaviour of children/ young people/vulnerable adults arising during club/group time 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/vulnerable adult have access to the premises during club/group time.
- ✓ All staff and volunteers must carry out a basic risk assessment of the space available to them to highlight vulnerable areas of the room/centre, 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 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 criticize.
- ✓ 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's Safeguarding Team will be immediately notified and action taken on their advice.

**If allegations of abuse are made by person against an individual member of staff or volunteer associated with the club / group,** Durham County Council's Safeguarding Team will be immediately notified and action taken on their advice. The individual associated with the club / group 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 club / group

Other staff and volunteers associated with the club / group will be advised that they should not discuss with the accused any aspect of the alleged incident/s 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 club / group

**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 club / group 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 club / group will discuss annually whether the policy needs revising in the light of new Safeguarding best practice advice.

**This Policy was adopted by the Chilton Town Council on.....**

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

Name of organisation _____	
Staff /volunteers name _____	
Job title _____	
Date and time this report was written :_	
Date _____	Time _____
Child / Young person/Vulnerable adult'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 or group/club\_\_\_\_\_

**PREVIOUS CONCERNS**

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

**ACTION TAKEN BY YOU NOW**

Signed by \_\_\_\_\_ (position in Council /organisation/Club  
Contact telephone number and email address \_\_\_\_\_  
Date \_\_\_\_\_ and Time \_\_\_\_\_

**CONSULTATION WITH CHILTON TOWN COUNCIL'S NAMED CHILD  
PROTECTION OFFICER**

Date \_\_\_\_\_ Time \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Decision made /action taken

**FOLLOW UP ACTION TAKEN**

Date\_\_\_\_\_

Time\_\_\_\_\_

Details

Signature of Officer Responsible for Follow Action

\_\_\_\_\_

Signature of staff / volunteer who completed this report

\_\_\_\_\_