



BRIDLINGTON TOWN COUNCIL

SAFEGUARDING POLICY

To be re-adopted at the Full Council meeting on 15.05.19

CONTENTS

1.0	General	Page 3
2.0	Definitions	Page 3
3.0	Safe Environment	Page 3
4.0	Safe Working	Page 4
5.0	Allegations against Staff and Volunteers	Page 4
6.0	Whistleblowing	Page 4
7.0	What should be cause for Concern	Page 5

1.0 GENERAL STATEMENT

Bridlington Town Council recognises its responsibilities and duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Town Council facilities. The Town Council will review it annually.

2.0 DEFINITIONS

a) Children and young people:

Anyone under the age of 18 years

b) 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

c) This policy applies to:

Anyone working for or on behalf of the Town Council whether in a paid, voluntary or in commissioned or contracted capacity.

It also applies to any individual hiring, leasing or using the Town Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

3.0 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 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 including Disclosure and Barring Service checks.
- Display on notice boards the relevant safeguarding contacts for advice and help. See below.
- Ensure that hirers/lessors have their own Safeguarding Policy or sign to accept the Council's own policy, Enhanced Disclosure and Barring Services checks as appropriate and public liability insurance.

4.0 SAFE WORKING

All users of Town Facilities must follow the safeguarding policy and procedures at all times. For example, they should:

- a) Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- b) 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.
- c) Where possible, have male and female leaders working with a mixed group.
- d) Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- e) Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- f) Ensure they have access to a first aid kit and telephone and know fire procedures.
- g) 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.
- h) When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

5.0 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. It is advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the lead person/ supervisor or the most senior staff member available.
- If the allegation made to a member of staff concerns the lead person/ supervisor the recipient of the allegation will immediately inform the person's line manager, the Town Clerk or the Mayor.
- The Town Council should follow the ERYC procedures for managing allegations against staff/volunteers. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO).

6.0 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.

7.0 WHAT SHOULD BE 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. Abuse falls into five main categories and can include child sexual exploitation and female genital mutilation:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial 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: www.ersc.org.uk.