



**Knutsford Town Council**

# Safeguarding Policy

Adopted: 03/02/2014

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## DEFINITIONS

**Child:** any person under the age of 18.

**Vulnerable Adult:** Adults, where vulnerable activities as defined by legislation take place.

## SAFEGUARDING POLICY STATEMENT

- 1.1 Knutsford Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and promotes a safeguarding culture and environment.
- 1.2 The welfare of children and vulnerable adults is paramount
- 1.3 All children and vulnerable adults have the right to protection from abuse
- 1.4 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- 1.5 All staff, volunteers and elected members of the Council have a responsibility to report concerns to the appropriate officer
- 1.6 All staff, volunteers and elected members are not to deal with situations of abuse or to decide if abuse has occurred
- 1.7 The Town Clerk is the responsible officer for implementing this policy and named person for Child Protection & Safeguarding within Knutsford Town Council.

## RESPONSIBILITIES

- 2.1 All members, volunteers and staff of Knutsford Town Council must:
  - 2.1.1 Understand and apply this policy and procedures in their activities
  - 2.1.2 Identify opportunities and undertake appropriate training to support them in their role
  - 2.1.3 Act appropriately at all times and be able to challenge inappropriate behaviour in others
  - 2.1.4 Be able to recognise harm and know how to report concerns in a timely and appropriate way
- 2.2 Members and Managers of Knutsford Town Council must:
  - 2.2.1 Encourage all staff and volunteers to understand this policy
  - 2.2.2 Offer opportunities to undertake appropriate safeguarding training and refresher training

- 2.2.3 Ensure the policy and procedure is adhered to and to undertake regular compliance audits
- 2.2.4 Ensure that the Council's whistle-blowing policy is communicated to all staff and volunteers.
- 2.3 The role and responsibilities of the named person(s) are:
  - 2.3.1 To ensure that all staff are made aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect
  - 2.3.2 Ensure that any concerns about a child or vulnerable adult are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
  - 2.3.3 The named person(s) will record any reported incidents in relation to a child/young person or breach of Safeguarding policies and procedures. This will be kept in a secure place and its contents will be confidential.

## PROCEDURES

- 3.1 The Council will maintain an operating procedure, which shall be annexed to this Policy
- 3.2 The Town Clerk will always refer allegations or suspicions to Cheshire East Social Services for investigation.
- 3.3 The operating procedures shall include sections on: definition of abuse, what staff should do if they have concerns / a child says or indicates they are being abused, emergency action and allegations of abuse against staff.

## KNUTSFORD TOWN COUNCIL STANDARDS

- 4.1 Councillors, volunteers and other members of staff will not be subject to DBS checks unless there is a change in their council duties which requires regular contact with children or vulnerable people.
- 4.2 All volunteers should submit two references (including phone numbers) by reputable individuals (not family members) which the Town Clerk will check.
- 4.3 If the Council becomes aware or is informed of information from a reputable source (e.g. Police, NSPCC, Social Services etc.) that an individual is not suitable to be involved with a Council project, it has the right to stop the individual from having any further involvement in any Council projects or services.
- 4.4 A copy of this policy will be available for inspection at all relevant Council premises.