

Costessey Town Council



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Longwater Lane
Costessey
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SAFEGUARDING POLICY – AGREED 04/06/2019

REPORTING ABUSE

IF YOU SUSPECT ANY ABUSE OF ANY KIND REPORT IT TO THE NUMBERS BELOW

In an emergency:

i) Dial 999 for Police

ii) Telephone 0344 800 8020 (Norfolk CC) and ask to speak with the Duty Social Worker / LADO (Local Authority Designated Officer)

If the matter is NOT an emergency, call 101 or visit your local police station to tell someone what has happened. They will take an initial report and forward this onto their Child Abuse Investigation Team.

Children's Safeguarding Contacts

Norfolk Children's Services - 0344 800 8020

Norfolk Safeguarding Children Board 01603 223409 <http://www.norfolkscb.org/>

NSPCC – 0808 800 5000 (Adults Helpline) 0800 1111 (Children and Young

People Helpline) www.nspcc.org.uk

ChildLine – 0800 11 11

Adult Social Services –

Tel: 0344 800 8020 (24 hours) <http://www.norfolksafeguardingadultsboard.info/>

Text phone/minicom: 0344 800 8011

Fax: 0344 800 8012

Text message: 07767 647670

Email: SCCE@norfolk.gov.uk Online form: online.norfolk.gov.uk/socialcareenquiry

DEFINITIONS OF ABUSE

Physical: – a wide-ranging term, which can include assault of another person, self-harm, inappropriate restraint, misuse of medication, inappropriate sanctions and Female Genital Mutilation (FGM). Circumstances in which a vulnerable person is deprived of their human rights and/or their liberty, and where Deprivation of Liberty Safeguards (DoLS) are not in place, would also be classed as physical abuse

Sexual: – engaging in or making someone witness sexual activity without consent. Sexual abuse can also include sexual exploitation, in which a person is sexually exploited for money, power or status

Psychological / Emotional: – examples include non-physical domestic abuse, bullying and cyber-bullying

Neglect and Acts of Omission: – the ongoing failure to meet a person's basic needs, e.g. food and protection from hazards. It can also include ignoring someone's care needs or failing to provide access to appropriate health, social care or educational services

Financial: – examples of financial abuse include theft, fraud, misuse of possessions, pensions or benefits, and coercion (e.g. in relation to wills/ inheritance)

Discrimination: – misuse of power that denies opportunity to some groups or individuals. Discrimination becomes a safeguarding matter when the victim is a vulnerable person

Institutional / Organisational: – regime-wide abuse, neglect or mistreatment within a setting or service.

1 SAFEGUARDING POLICY STATEMENT

1.1 Costessey Town Council is committed to promoting a safeguarding culture and environment, taking all reasonable precautions to safeguard the welfare of children and vulnerable persons who use its services.

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 Councillors have a responsibility to report concerns

1.6 It is NOT for staff, volunteers or Councillors to decide if abuse has occurred, or to investigate situations of abuse, ONLY to report their concerns to the contacts above

2 RESPONSIBILITIES AND PROCEDURES

2.1 Councillors, staff members and volunteers of Costessey Town Council may come into contact with children and vulnerable adults when helping residents as part of their usual activities on behalf of the Council.

2.2 Therefore all Councillors, staff members and volunteers of Costessey Town Council must understand and apply this policy and procedures in their activities

2.3 Councillors, staff members and volunteers of Costessey Town Council must act appropriately at all times.

This includes eg.

- i) Not playing physical contact games.
- ii) Adults wearing appropriate clothing at all times.
- iii) Ensuring that accidents are recorded in an accident book.

- iv) Never doing anything for a child or vulnerable adult which might be misconstrued / misunderstood
- v) Any intent to take photographs, videoing or audio recordings should be cleared with the office in advance, so that they can issue the relevant consent form for the responsible adult to sign

2.4 Councillors, staff members and volunteers of Costessey Town Council should know how to report concerns immediately. This means that:

- a) ANY concerns about a child or vulnerable adult are acted on, clearly explained, and referred on, to ensure the issues are addressed. **IF IN DOUBT CONTACT the authorities listed above for advice**
- b) Considerations of confidentiality that may otherwise apply within the Council do not override the right of the child / vulnerable adult to be protected from harm. Any written notes of incidents in relation to a child / vulnerable adult or breach of Safeguarding policies and procedures are CONFIDENTIAL and will be kept in a secure place, but information will be shared with relevant agencies.
- c) If Councillors, volunteers or staff members see or overhear an incident which causes concern, they should report it immediately to the Group Leader / Responsible Adult accompanying the group and inform the Town Clerk / Deputy Clerk to record the incident
- d) If there is no group, or the incident involves the Group Leader, then notes should be taken for accuracy and the Clerk / Deputy will contact the appropriate authorities. (Police, Social Services, Norfolk Safeguarding Board)

2.5 In the case of the allegation being against a Councillor, Staff member or Volunteer it is of equal importance to act immediately on the allegation.

- a) If an activity / contact is on-going when the incident is reported, then it is the responsibility of the Clerk / Deputy Clerk to ensure the immediate safety of that child / vulnerable adult by taking the necessary steps, including the removal of alleged individuals.
- b) Any individual staff member or volunteer accused of abuse will be suspended in line with the Council's Disciplinary Procedure pending further Police and Social Services inquiries.
- c) Irrespective of the findings of Social Services or Police inquiries, all individual cases must be assessed under the appropriate misconduct / disciplinary procedure to completion, to decide whether a member of staff or volunteer should be reinstated and how this can be sensitively handled with other staff or volunteers.
- d) Allegations against councillors will be dealt with via the Council's Standards Procedure. (Children and Young People's Service and/or the police will determine whether child protection or criminal investigations will take place).

2.6 In the unlikely event of a child / vulnerable adult making a disclosure to you as a Councillor, staff member or volunteer you should:

- a) Listen and reassure calmly

- b) Maintain confidentiality but do not make promises
- c) Explain that the information will have to be passed on to the appropriate persons
- d) Make it clear that you are glad that the child / vulnerable adult has told you
- e) Show that you are taking the child / vulnerable adult seriously and that you understand and believe them
- f) Keep questions to a minimum; if you have to ask questions keep them open and not leading. **DO NOT TRY TO INVESTIGATE, CONTACT the authorities listed above**

COSTESSEY TOWN COUNCIL STANDARDS

3.1 The Town Clerk and Deputy Clerk will be DBS checked, as will grounds staff.

3.2 Councillors, volunteers and other members of staff will not be subject to DBS checks unless their council duties bring them into regular contact with children or vulnerable people.

3.3 Any volunteer may be asked to submit two references (including phone numbers) by reputable individuals (not family members) which the Town Clerk / Deputy will check.

3.4 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.

3.5 All new Councillors, Volunteers and Staff are to be provided with a copy of the Safeguarding Policy and are required to acknowledge (by signature) they will abide by it.

3.6 A copy of this policy will be publicly available

3.7 This Policy will be reviewed every two years, or as and when guidelines change.

DECLARATION

Having read the CTC Safeguarding Policy, I agree to be proactive in providing a safe environment for children and vulnerable people who are involved in Town Council activities or on Town Council land and property.

SIGNED: _____ **Date:** _____

NAME: _____ **POSITION:** _____