



Penhow Community Council

Safeguarding Policy

(Child & Vulnerable Adults Protection)

For the purpose of this Policy, Children up to age 18 are included under child protection, and vulnerable adults can include people with learning difficulties such as Downs Syndrome, Autism and physical disabilities as well as frail older people.

Responsibilities

Penhow Community Council will:

- Promote the health and welfare of children and vulnerable adults by providing opportunities for them to take part in activities and events safely.
- Respect and promote the rights of children and vulnerable adults.
- Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
- Train, support and supervise its Council members, staff and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
- Inform members of staff, volunteers and Council members of this policy and ensure they abide by it and adhere to our procedures.
- Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and these Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this Policy and these Procedures on a regular basis.

Principles

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. This Policy and these Procedures are based on the following principles:

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's **responsibility to report any concerns** about abuse and the responsibility of the Police to conduct, where appropriate, a joint investigation.

- All incidents of alleged poor practice, misconduct and abuse will be taken seriously, must be reported and will be responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Acts 1998 and 2018.

Procedure

Council members, staff and volunteers will be provided with details of this policy and their responsibilities made clear to them. Where possible/feasible Council members and staff will be provided with training in child protection and vulnerable adult procedures, and DBS (Disclosure and Barring Service) checks will be made if deemed necessary.

Council members, staff and volunteers have a responsibility for the safety of people using our services or attending our events, and they must not agree to 'keep things confidential' in the event of an incident happening in our facilities at an event or if information concerning abuse taking place elsewhere is disclosed to them.

In the event of an allegation of abuse, or disclosure of abuse or of any abusive misconduct the person receiving or witnessing this must **immediately take action** and without delay report the matter to the Clerk to the Council or Chair of the Community Council who will automatically involve the police and other authorities where appropriate. Failure to take this action will be a breach of our procedures and/or Code of Conduct and could result in suspension and/or dismissal.

A statement should quickly be taken from the victim, dated and signed so that if required a copy of this can be passed on to the police or other authorities where necessary. Other authorities can include the Social Services Child Protection team who are part of the city council (they can provide support and guidance if this matter concerns a child or person under 18). The city council is accessible on 01633 656 656

Review

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within Penhow Community Council
- Following any issues or concerns raised about the protection of children or vulnerable adults with Penhow Community Council
- In all other circumstances, at least annually.