



## **Safeguarding Policy**

Lytchett Minster and Upton Town Council

LMUTC/SH/Pol31/VAug2021

**Approved by Town Council: 24 August 2021**

**Date of next review: August 2023**

### **Purpose**

**The purpose of this document is to introduce the Council's "Policy and Guidelines for Safeguarding Children and Adults".**

The following are the objectives of the Safeguarding policy and Guidelines:

- To highlight how Lytchett Minster and Upton Town Council undertakes its legal commitments in the field of safeguarding children and adults.
- To give assurance to members of the public, service users, councillors and employees and people working on behalf of the Council that there are clear arrangements in place to safeguard and protect children and adults.
- That Council staff and Councillors have clear guidelines for when a child or adult may be at risk of harm, or their wellbeing is being adversely affected.
- To ensure that any staff within the Council work together to protect people from abuse or harm of any kind.

### **Scope**

This policy relates to all 'children' and to adults at risk over the age of 18 regardless of gender, age, ethnicity, disability, sexual orientation or religion or cultural background.

By the nature of the organisation, it is inevitable that various degrees of contact with children and adults at risk will occur and it is therefore our policy to have in place clear guidelines for safeguarding and promoting their welfare as well as protecting our employees and other adults in a position of responsibility from potential allegations of abuse.

### **Responsibilities**

Every Councillor, every member of staff, every volunteer and every contracted service provider has a responsibility to adhere to the procedures and guidance set out in this policy.

## **Equalities**

The equalities policy must be applied to ensure there is no discrimination based on race and ethnicity, disability, age, gender, sexual orientation, religion and belief, language or human rights.

## **Definitions**

- Safeguarding is the process of protecting vulnerable people, whether from crime, other forms of abuse or from being drawn into terrorist related activity.
- Vulnerable people are both children and adults whose circumstances make them particularly susceptible to abuse, neglect or harm.
- Children are legally defined as any person under the age of 18.

## **Aims**

The aims of the policy are to:

- Clarify the roles and responsibilities of all parties within the scope of this policy.
- Support the promotion of a safe working environment and a culture of care in which the rights of all vulnerable people are protected and respected.
- Promote best practice in how employees and associated workers interact with vulnerable people.

## **Responsibilities – Safeguarding Officer**

**The Town Clerk is the Council's designated Safeguarding Officer responsible for ensuring that:**

- Promote best practice in how employees and associated workers interact with vulnerable people.
- Advice and information is provided relating to safeguarding concerns.
- Information from employees, members, volunteers, children, vulnerable adults or parents and carers who have safeguarding concerns is received and recorded.
- Information is assessed promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Consultation take place initially with Children or Adult Services to test out any doubts or uncertainty about concerns as they arise.
- A formal referral to a statutory agency or the policy without delay and ensure the proper transfer of information relating to dealings with children and vulnerable adults, where necessary.
- The Council's safeguarding policies and procedure are up to date and compliant with legislation and guidance.
- Appropriate training is available for employees, members and volunteers.

- Advice is available for staff regarding posts which may require checks for previous criminal record through Disclose and barring service (DBS)

Liaison takes place with the Dorset Children Safeguarding Board, the Dorset Adults Safeguarding Board and the CSP to keep up to date on current best practices.