



CRICKHOWELL TOWN COUNCIL SAFEGUARDING POLICY AND PROCEDURE

This policy will enable Crickhowell Town Council to demonstrate its commitment to keeping safe both adults who may be at risk and children and young people in the community.

Crickhowell Town Council Safeguarding Statement

Safeguarding is the responsibility of every public service. Everyone in society has the right to be safe regardless of their circumstances or place in society. We all have a responsibility to make sure that children, young people and vulnerable adults are protected and cared for properly. (Social Services and Wellbeing Act 2014)

Crickhowell Town Council wishes to promote a safeguarding culture in its premises and activity areas.

This will be achieved by the following:

- Ensuring that Councillors are aware of and promote the safeguarding culture of the Council.
- Requiring Councillors who come into regular unsupervised contact with children, young people or vulnerable adults during their duties undergo appropriate DBS checks and appropriate Safeguarding Training.
- These checks are to be repeated as legislated.
- The Designated Person will keep a record of employees and Councillors who have undergone DBS checks. Portability of the DBS checks will be acceptable where there is no other prohibitive evidence.

Crickhowell Town Council Safeguarding Policy

The policy is in place for councillors to work to prevent abuse and know what to do should a concern arise. This will enable Crickhowell Town Council to:

- Promote good practice and work in a way that can prevent harm and abuse occurring.
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported.

Definitions

Child

“Anyone who has not yet reached their 18th birthday”. Children Act 1989. (Welsh Government) The Welsh Assembly Government (2007) document 'Safeguarding children: working together under the Children Act 2004' explains that a child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout that document.

Adults at Risk

The definition of a 'Vulnerable Adult' is set out in section 126 of the Social Services and Wellbeing (Wales) Act 2014. An “adult at risk”, for the purposes of this Part, is an adult who - is experiencing or is at risk of abuse or neglect.



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Related Policies

This policy will need to be read in conjunction with the following Town Council policies:

- Equality and Diversity
- Data Protection
- Working with Volunteers
- Complaints Policy

Any others deemed appropriate.



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Responsibilities of Crickhowell Town Council

- To accept the moral and legal responsibility to implement procedures, to provide a Duty of Care for children, young people and adults at risk of abuse, safeguard their wellbeing and protect them from abuse.
- To raise awareness of safeguarding to ensure that everyone can play their part in preventing and identifying and responding to abuse and neglect.
- To ensure that all Councillors, volunteers and any paid members of staff are familiar with the policy and any associated procedures.
- To work with other agencies within the framework of the Mid and West Wales Safeguarding Board guidance and other guidance and protocols that have been endorsed and agreed by the Mid and West Wales Safeguarding Board which takes into account the Welsh Government guidance.
- To act within its confidentiality policy and will usually gain permission from adults before sharing information about them with another agency. The safeguarding of a child or an adult who is at risk or if a crime has been committed will override any need for consent.
- To make a safeguarding referral to Powys People Direct – Social Services, if there is an immediate danger or the child/adult is at risk of harm.
- To ensure that all new Councillors are provided with a copy of the safeguarding policy.
- To ensure all contractors/partners working directly with the Town Council meets the safeguarding standards as expected by the Town Council (A copy of the safeguarding policy must be given to any contractor/partner).
- To require all Councillors/volunteers and anyone paid to adopt and abide by this safeguarding policy and to understand their responsibilities therein.
- To monitor and evaluate the policy annually or in the light of any changes to Government legislation and guidance.
- To ensure there is a designated lead person for safeguarding in the Town Council.
- To ensure that the designated safeguarding lead undertakes Mid and West Wales Safeguarding Board endorsed safeguarding children and safeguarding adults training for this role and that they attend refresher training every three years.
- To ensure as far as is reasonably practicable that everyone is safe and secure in any facility or environment it provides or facilitates.



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- DBS checks will be required if any Councillor, volunteer or paid member of staff is required to teach, train, instruct, care for or supervise children or provides advice, guidance to children and/or is carrying out health care, personal care, assisting with cash, bills or shopping or with affairs or transportation for any adult.
- To ensure records are kept of any referrals and any notes, records of conversations concerning that referral are kept in the folder and that it is stored in a secure place with limited access to designated people.

Safeguarding Procedure

Responding to Abuse or an Allegation

- Reassure the person concerned.
- Listen to what they are saying.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Don't promise to keep it a secret.
- Tell the child or adult at risk what you are going to do next to get help to keep him/her safe.
- Comply with the Parish Council's Data Protection Policy.

Recording an Allegation

- Use the adult at risk/child's words where possible.
- Record what they are saying.
- Record what you have been told/witnessed as soon as possible.

Types of abuse

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect. It is important to note that self-neglect is part of neglect. Adults may also experience financial abuse.

Allegations Made Against a Councillor/Volunteer/Paid Member of Staff

This should be reported to the designated safeguarding lead. If appropriate, the designated safeguarding lead will consult with/make a referral to the Powys County Council Adult Safeguarding Team or Child and Family Services via Powys People Direct. 01597 827666

Making a Referral

Please dial 999 if the person is in immediate danger.



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For Concerns about a Child, a young person or an adult.

If you have a concern about a child, a young person or an adult, this should be reported to the designated safeguarding lead or the deputy safeguarding lead who will complete the agreed Multi Agency referral form. In appropriate circumstances, if neither is available, if in doubt a referral must be made.

Review and Amendment Record

Version	Date of policy approval	Approved by	Summary of changes
1	15 February 2022	Crickhowell Town Council	New policy
2	21 March 2023	Crickhowell Town Council	No amendments made
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