



RHAYADER TOWN COUNCIL SAFEGUARDING POLICY AND PROCEDURES

Introduction and Scope

For the purpose of this Policy, Children up to the age of 18 are included under child protection, and vulnerable adults are those that are dependent on others due to learning difficulties and physical disabilities as well as frail older people.

Principles

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. This Policy and 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 General Data Protection Regulation (GDPR) 2018.

Responsibilities

Rhayader Town 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.
- Offer access to training, guidance and support for 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 the procedures.
- Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and 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.

Procedures

Council members, staff and volunteers will be provided with details of this policy and their responsibilities made clear to them. Where appropriate, 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 council services or attending council events, and they must not agree to 'keep things confidential' in the event of an incident happening in council 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 or the Chair of the Council who will automatically involve the police and other authorities where appropriate. Failure to take this action will be a breach of procedures and/or Code of Conduct and could result in suspension and/or dismissal.

A written note of the allegation will be made including the name of the victim, details of what happened, where and when and details of any witnesses along with the name of the person to whom the incident was reported and the date and time it was reported. If appropriate 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 county council (they can provide support and guidance if this matter concerns a child or person under 18).

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 made by the Council
- Following any issues or concerns raised about the protection of children or vulnerable adults with the Council
- In all other circumstances, annually.