CYNGOR TREF
LLANFYLLIN
TOWN COUNCIL

SAFEGUARDING POLICY

LLLANFYLLIN TOWN COUNCIL

DOCUMENT REFERENCE: LTC-22

ADOPTED : 18 -SEP-2024

REVIEW : SEP-2026

1 INTRODUCTION

Everyone has a duty to safeguard children, young people, and vulnerable adults.

This policy promotes good practice in safeguarding for those using Town Council facilities or taking part in Town Council events and activities.

The Town Council will review this policy annually.

1.1 Definitions

Children and young people	Anyone under the age of 18 years.
Vulnerable Adult	Anyone who is over 18 years old and is. ▪ Unable to care for themselves. ▪ Unable to protect themselves from significant harm or exploitation. ▪ Or may need community care services

1.2 To whom this policy applies

This policy applies to anyone working for or on behalf of the Town Council whether in a paid, voluntary, or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual hiring, leasing, or using the Town Council facilities for the purpose of delivering any service to children, young people, or vulnerable adults.

2 PROMOTING A SAFE ENVIRONMENT

To promote a safe environment for children, young people and vulnerable adults, the Town Council will:

- Provide safe facilities and do regular risk assessments.
- Ensure that employees, councillors, and leaders of activities in Town facilities, are aware of the safeguarding expectations.
- Members of staff who have regular unsupervised contact with children, young people, or vulnerable adults during their duties MUST undergo appropriate Disclosure and Barring Service checks BEFORE commencement of such duties.
- The relevant safeguarding contact for advice and help is the Town Clerk. A copy of this policy will also be posted on the Town Council website.

2.1 Hiring or use of facilities to groups for use with children, young people, or vulnerable adults

The Town Council will require the hirer to:

- Have public liability insurance.
- Have suitable safeguarding children, young people, and vulnerable adult's policy and/or agree to work to the Town Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Town Council Policy and ensure that it is followed whilst using parish facilities.

- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is and how to summon help from the Emergency Services.
- Complete risk assessments for individual activities.

3 SAFE WORKING PRACTICE

All users of Town Facilities must follow the safeguarding children, young people and vulnerable adult's policy and procedures always. For example, they should.

- Never leave children, young people, or vulnerable adults unattended with adults who do not have a current Disclosure and Barring Service (DBS) certificate.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group
- Ensure registers are complete and attendees are marked in and signed out (under eight's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know any required fire procedures
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

3.1 Expectations of behaviour

All users of Town Council Facilities should:

- Ensure that communications, behaviour, and interaction with users should be appropriate and professional.
- Adhere to the instructions of Town Clerk or delegated representative.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to the Town Clerk or parents/carers, as appropriate. The Town Clerk will then decide the next course of action required, if any.

4 Allegations against staff and volunteers

All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is advisable for interviews or work with individual children or parents to be conducted in view of other adults where possible.

If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Town Clerk (or if the complaint is against the Town Clerk the Chair of the Council). The Town Clerk (or Chair) will then form a Staffing Panel to deal with the matter.

The Town council should follow the procedures for managing allegations against staff/volunteers on the SBC Safeguarding website. No attempt should be made to investigate or act before consultation with Powys County Council Local Authority Designated Officer (LADO).

4.1 Whistleblowing

All staff, Councillors and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the PCC Safeguarding Team as to how to manage such allegations. The Town Council must **not** make a judgement on whether the allegations have merit for further investigation; this decision must be for the Powys County Council Safeguarding Team.

4.2 What should be a cause for concern?

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

1) Physical Abuse
2) Emotional Abuse
3) Sexual Abuse
4) Neglect
5) Financial Abuse/Manipulation

5 Summary

The Town Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. The Town Council works with Powys County Council to ensure compliance with changing laws and guidelines in relation to safeguarding.

The Town Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place or at least annually.

The external authority is Powys County Council at County Hall, Llandrindod Wells, LD1 5LG