



North Hykeham Town Council

Safeguarding Policy

Policy Statement

In the interests of child protection and the welfare and protection of vulnerable adults, North Hykeham Town Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council within the parish.

Policy Objective

To ensure that where possible all facilities and activities provided by the Town Council are designed and maintained to limit risk to children and vulnerable adults.

To promote the general welfare, health, and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.

To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.

Policy Aim

The aim of this policy document is to guide councillors and staff of North Hykeham Town Council should any child protection issue or any issues with vulnerable adults arise during their work.

Responsibilities & Procedures

The Safeguarding Officer for the Council will be the Town Clerk/Proper Officer and their role will:

- Ensure all councillors, staff and volunteers are aware of this policy.
- Ensure the safeguarding incident log is accessible and update following any incident. The log is to be retained in accordance with data protection policies, rules and laws.
- Ensure that whilst Council members are unlikely to be directly involved with children during the performance of their duties, they are mindful of the risk(s) they face.
- All new Councillors, staff are to be provided with a copy of the Safeguarding Policy and are required to acknowledge (by signature) they will abide by it.

Good Practice Behaviours

- Councillors, volunteers, and staff will adhere to the 'List of good practice Behaviour' namely:
- A minimum of two adults present when supervising children.
- No adult is to be alone with a child or vulnerable adult at any time.
- Adults to always wear appropriate clothing.
- Ensure that accidents or incidents are recorded in the safeguarding incident book.
- Never do anything of a personal nature for a young person or vulnerable adult.
- Keep records in an incident book of any allegations a child or vulnerable adult may make. The incident book is to be available at request of any statutory organisation (such as the Local Authority or police) in accordance with their enquires. The safeguarding officer may also be required to produce the incident book at the request of a councillor if it is relevant and in context of their role in the council and in accordance with data protection rules (as noted above).

Conclusion

North Hykeham Town Council is committed to safeguarding the well-being of children and vulnerable adults. All Councillors and staff of North Hykeham Town Council should read this Safeguarding Policy. Having read the policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Council's activities. This policy will be reviewed annually.

If any councillor, staff or volunteer is concerned about a child or any vulnerable adult's welfare they are to notify the safeguarding officer. If they are not available to contact the Local Authority:

For children: 01522 782111

For adults: 01522 782155

Out of Hours: 01522 782333

Glossary:

- A child is defined as any young person under 18 (Children Act, 1989)
- The Department of Health defines a vulnerable adult as a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness. A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.