

## Leigh Town Council

### Safeguarding group discussion

1. We recognised that

In the interests of child protection and the welfare and protection of vulnerable adults, Leigh Town Council (the Council) is committed to ensuring that children, young people and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Council.

For this purpose,

Safeguarding means protecting a person's right to live in safety, free from abuse, neglect and harm. Neglect includes self-neglect.

A child is anyone who is under the age of eighteen.

A young person is a person aged 16/17 and when a care leaver, a person who is 18 and over but is still receiving children's services.

A Vulnerable Adult is anyone over 18 who is at risk because they have care and support needs, whether or not the authority is meeting any of those needs (Care Act 2014). This may be someone living with Dementia, physical disabilities, a learning disability, mental health issues, addictions, homelessness and frailty.

Types of Abuse: for children are identified in the Southend, Essex and Thurrock (SET) Safeguarding and Child Protection procedures and for Adults in the Southend, Essex and Thurrock (SET) Safeguarding Adults Guidelines

2. With that in mind, we reviewed the different types of interaction within LTC. We identified the appropriate safeguarding steps for each type of interaction.

Key –

any item highlighted in green represents a change to LTC's existing approach

any item highlighted in red represents a risk to LTC

Interaction	
Staff	<ol style="list-style-type: none"><li>1. All staff to receive safeguarding training</li><li>2. Risk assess whether staff need a DBS. Request staff to have a DBS (paid by LTC). Request staff to enrol on the update service (paid by LTC).</li><li>3. For future roles, risk assess whether staff need a DBS, include requirement for DBS in job description</li><li>4. <b>Documentation requirement:</b> LTC to arrange for three yearly renewal, if not on update service.</li></ol>
Councillors	<ol style="list-style-type: none"><li>1. Going forward, require all councillors to complete safeguarding training</li><li>2. Request all councillors to have a DBS, paid for by LTC</li></ol>

	<ol style="list-style-type: none"> <li>3. Request for all councillors to enrol in the update service, paid for by LTC</li> <li>4. Safeguarding officer to allocate tasks for councillors at events based on whether councillors have a DBS.</li> <li>5. <b>Document requirement:</b> Safeguarding officer to review DBS and keep a record of whose DBS they have seen.</li> </ol>
<b>Volunteers</b>	<p>Regular volunteers with potentially 'vulnerable adults', namely volunteers at Community Transport and Over-60s events</p> <ol style="list-style-type: none"> <li>1. Ask all volunteers to have a DBS, paid for by LTC</li> <li>2. Request for all volunteers to enrol in the update service, paid for by LTC</li> <li>3. <b>Document requirement:</b> Safeguarding officer to review DBS and keep a record of whose DBS s/he has seen.</li> </ol> <p><b>Risk: We lose much-needed volunteers from these events. Issue to be discussed at Council</b></p>
	<p>Volunteers at One-off events, namely all volunteering not included in regular volunteers above</p> <ol style="list-style-type: none"> <li>1. Provide a copy of our safeguarding policy</li> <li>2. Request (and, as appropriate, plan for) no volunteer to be alone when volunteering with vulnerable adults and/or children</li> </ol>
<b>Service providers at community run events</b>	<ol style="list-style-type: none"> <li>1. Continue current policy of requesting a copy of DBS, photo ID, safeguarding and public limited insurance documentation</li> <li>2. <b>Documentation requirement:</b> All documentation to be retained on file for the length of the event only</li> </ol>
<b>Contractors, eg plumbers</b>	<ol style="list-style-type: none"> <li>1. Contractors are unaccompanied between 8am and 5pm and we do not check their DBS</li> <li>2. After 5pm, we would expect contractors to be accompanied by e.g. a caretaker</li> </ol>
<b>Room hirers</b>	<p>For activities that involve a regulated activity*</p> <ol style="list-style-type: none"> <li>1. All room hirers must provide a copy of their DBS and ID</li> <li>2. Any room hirer working in a regulated activity who fails to provide these documents (and updated copies every three years) will be advised that they cannot hire a room at the community centre</li> <li>3. <b>Documentation requirement</b> All documentation to be checked by safeguarding officer and a note of the three year renewal date made. Safeguarding officer to request updated documents as three year date approaches.</li> </ol> <p><b>Risk: LTC will lose hirers as potential hirers do not wish to share these personal details.</b></p>

	<p><b><i>*What is a regulated activity – Teaching, training or instruction, care for, or supervision of children, on more than 3 days in a 30 day period with the opportunity of face to face contact with children</i></b></p>
<b>YMCA Youth Club</b>	<p>LTC supplies a room to YMCA free of charge.  YMCA hosts a youth club and that arrangement falls under the requirements of 'Regulated Activity room hirers' (see box above).</p> <p>However, this is currently advertised as a joint YMCA/ Town council youth club.</p> <p>LTC to agree that they are happy with this advertising and consider whether there are any implications for LTC.</p>