



# Leigh-on-Sea Town Council

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**Chairman:** Cllr Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins

**Town Clerk:** Helen Symmons PSLCC



## SAFEGUARDING POLICY

### Policy Statement

In the interests of child protection and the welfare and protection of vulnerable adults, Leigh Town Council (LTC) 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 Leigh Town Council.

### Definitions

A **child** or **young person** is anyone under the age of 18 years.

A **vulnerable adult** is someone who by reason of mental or other disability, age or illness is unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

An **adult** for the purposes of this policy is anyone over 18 years of age.

### Policy Objective

- To ensure that where possible all facilities and activities offered 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 maintain procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Town Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

### Promoting a Safe Environment

In order to promote a safe environment for children, young people and vulnerable adults LTC wishes to promote a safeguarding culture in its premises and activity areas. We will achieve this by:

1. Stating that all activities with children require a parent or guardian present.
2. The Events & Projects Officer and Town Clerk are Safeguarding Officers from within the Council and their role is to:

- Ensure that before any Town Council organised event with children or vulnerable persons, they as the appointed Safeguarding Officer, brief all participants appropriately;
  - Ensure that Members are aware of the risk they may face in certain circumstances whilst carrying out their duties;
  - Ensure that whilst Council members are unlikely to be involved with children during the performance of their duties they are mindful of the risk(s) they face;
  - Ensure that before any volunteers recruited to work with children and vulnerable persons, are interviewed and two written references taken up;
  - Decisions on whether any person should be DBS checked will be made by the Town Clerk after consideration as to whether the reason relates to a 'regulated activity' relating to children or vulnerable adults as defined by law.
3. Providing all Councillors and staff with a copy of the Safeguarding Policy who will adhere to the 'List of Recommended Behaviour', namely
    - A minimum of two adults present when supervising children.
    - Not to play physical contact games.
    - Adults to wear appropriate clothing at all times.
    - Ensure that accidents are recorded in an accident book.
    - Never do anything of a personal nature for a young person.
  4. Keeping records in an incident book of any allegations a young person may make to any committee member staff or volunteer.
  5. If there is an incident or disclosure indicating that there may be a child or vulnerable adult safeguarding issue it will be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children/Vulnerable Adult Board procedures (via reference to SBC website)
  6. In the event of a contractor, working directly for the Town Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

Legal References:

Care Act 2014

Safeguarding Vulnerable Groups Act 2006

**POLICY REVIEW ADOPTED:      NOVEMBER 2020**

**POLICY REVIEWS:                NOVEMBER 2023**