

# South Willesborough and Newtown Community Council

## Safeguarding Policy

### **POLICY STATEMENT**

SOUTH WILLESBOROUGH AND NEWTOWN COMMUNITY COUNCIL IS COMMITTED TO THE HEALTH, WELL BEING AND SAFETY OF ALL CHILDREN, YOUNG PEOPLE UNDER THE AGE OF 18 AND VULNERABLE ADULTS WHO ARE EITHER VOLUNTEERING, WORKING IN OR VISITING THE SERVICE.

None of the activities of South Willesborough and Newtown Community Council involves any member of staff or Councillor coming into direct contact with children or vulnerable adults during the course of their normal activities.

However, all members are asked to remember that it is their responsibility to ensure that:

- Their behaviour is appropriate at all times
  - They observe the rules established for the safety and security of young and vulnerable people
  - They follow the procedures in the event of suspicion, disclosure or allegation of abuse
  - They recognise the position of trust in which they have been placed

In the event of their being approached by a member of the public, young person, child, or vulnerable adult on any matter concerning any person visiting or engaging with the service, a Code of Behaviour is detailed below and it is essential that members adhere to it.

### **CODE OF BEHAVIOUR**

- Do put this Code into practice at all times
- Do treat everyone with dignity and respect
- Do set an example you would wish others to follow
- Do treat all people equally
- Do ensure more than one other adult is present at all times when dealing with a young person or vulnerable adult
- Do advise young people or vulnerable adult who they can talk to, if asked, about any concerns they may have

- Do make everyone aware of the organisation's child and vulnerable adult protection procedures, as outlined in this policy: young people, vulnerable adults, parents and other volunteers
- Do remember someone else might misinterpret your actions, no matter how well intentioned
- Do take any allegations or concerns of abuse seriously and refer to the Trust/committee
- Do Not trivialise any reports of abuse
- Do Not let allegations, suspicions or concerns about abuse go unreported
- Do Not just rely on your good name to protect you.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

South Willesborough and Newtown Community Council provides the services of a local Council including an office facility and as a body corporate, represents the people of South Willesborough and Newtown

All children and young people under 18 visiting the office and/or using the services of the project remain the responsibility of their parents or guardians whilst doing so.

Any concerns regarding the safety and/or wellbeing of children or vulnerable adults in relation to the project should be reported immediately to Kent County Council on:-

**For Vulnerable adult** 03000 41 61 61 (text relay 18001 03000 41 61 61) or email **social.services@kent.gov.uk**

**For a child** 03000 41 11 11 (text relay 18001 03000 41 11 11) or email **social.services@kent.gov.uk**

**Or, if applicable:** The Council via the Councillor nominated to deal with safeguarding.

## **PROCEDURE TO BE FOLLOWED BY A MEMBER OF SOUTH WILLESBOROUGH AND NEWTOWN COMMUNITY COUNCIL IN THE EVENT OF A CONCERN BEING REPORTED TO THEM**

- Follow the relevant parts of the code of behaviour
- Report concerns to the responsible person (if one nominated)
- The responsible person will report any issues to the relevant authority immediately.
- Members to call 999 immediately if they suspect or are made aware of victims of female genital mutilation.

Author – Rob Woods, Clerk

Adopted by Council – 4<sup>th</sup> November 2019 (referred to Council by Finance & General Purposes Committee, October 2019)

Review – November 2021