



CHIPPENHAM
TOWN COUNCIL
Improving the quality of town life

Safeguarding Policy

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Responsibility: Human Resources Committee

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1. Introduction

The purpose of this policy is to make clear to all Councillors, staff and volunteers, what is required in relation to the protection of children, young people, and vulnerable adults. Children, young people, and vulnerable adults have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents or carers choose for them. This policy will help to maintain a safe and positive environment for children, young people and vulnerable adults.

2. Policy Coverage

This policy applies to all Councillors, employees and volunteers, working for Chippenham Town Council. Under the Children Act 2004, Chippenham Town Council has a duty to co-operate with Wiltshire Council in discharging its duties as a Children's Services Authority and to promote the wellbeing of children and young people. Wiltshire Council is also the lead agency for the protection of vulnerable adults.

It is not the role of Chippenham Town Council to investigate allegations of abuse. However, all Councillors, employees, volunteers have a responsibility to take action when they suspect or recognise that a child, young person or vulnerable adult may be a victim of significant harm or abuse. This policy is to be used in conjunction with the Council's Risk Management Strategy and Health and Safety, Equal Opportunities, Complaints, Disciplinary and Grievance Policies.

The phrase 'children, young people and vulnerable adults' refers to:

- a) Anyone under the age of 18 years
- b) Anyone who is over the age of 18 and may be in need of community care services for reasons including mental health or another disability, age or illness and is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

When the term 'parents' is used, it is used in the broadest sense to include parents, carers and guardians.

3. Policy Principals

Chippenham Town Council recognises that all children, young people and vulnerable adults have an equal right to protection from abuse. It is committed to safeguarding children, young people and vulnerable adults and protecting them from abuse when they are engaged in services organised and provided by, or on behalf of, the Council.

Referrals of suspicions of abuse cannot be anonymous and should be made in the knowledge that, during the course of enquiries, the agency that made that referral will be made clear.

Chippenham Town Council will not tolerate the harassment of anyone who raises concerns of abuse.

4. Policy Statement

Chippenham Town Council is committed to taking all reasonable precautions to safeguard the welfare of children, young people and vulnerable adults that use its services and will promote a safeguarding culture and environment.

- It will endeavour to keep children, young people and vulnerable adults safe from abuse
- Suspicion of abuse will be responded to promptly and appropriately
- It will act in the best interests of the child, young person or vulnerable adult at all times
- It will proactively seek to promote the welfare and protection of all children, young people and vulnerable adults living in the local community
- It will endeavour to ensure that unsuitable people are prevented from working with children, young people and vulnerable adults through, as appropriate, its recruitment policy
- It will take any concerns raised by anyone seriously and treat them with sensitivity.

5. Procedures and Systems

5.1 Definitions of Abuse:

Abuse covers any form of physical, emotional, mental, and sexual abuse including bullying and lack of care that leads to injury or harm. For vulnerable adults abuse may also be financial.

Neglect is where people fail to meet a child's or vulnerable person's basic physical or psychological needs and is likely to result in the serious impairment of their health or development, e.g., failure to ensure that a child is protected from unnecessary risk of injury or exposing them to undue cold.

Physical Abuse is where physical pain or injury is caused, e.g., hitting, shaking, biting, etc.

Sexual Abuse is where children, young people or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.

Emotional or Mental Abuse is where there is emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g., bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.

It is important to recognise that disabled children may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g., feeding and clothing may make a person feel powerless to report abusive treatment.

This policy is inclusive of all children, young people, and vulnerable adults irrespective of their age, gender, race or ethnicity, religion, disability, or sexual preference.

5.2 Use of Video and Photography

The use of photographs and images of children and young people will be controlled to prevent possible misuse. In general, agreement will be sought from parents or guardians (opt in) that images can be used as appropriate for each event or activity.

5.3 Responding to Allegations

If a person discloses abuse by someone else:

- Stay calm and take the allegation seriously
- Allow the person to speak without interruption, accepting what is said, but DO NOT investigate
- Only ask questions for clarification, do not ask leading questions
- Alleviate feelings of guilt and isolation, while passing no judgement
- Reassure them that they did the right thing by talking to you
- Advise that you will try to offer support, but that you MUST pass the information on, do not offer to keep secrets
- Record the facts as you know them
- Refer the allegation immediately and directly to the appropriate person. If an employee or volunteer is implicated, refer to their Line Manager who will ensure the correct procedure is followed. If a manager or another young person is implicated, refer directly to the Chief Executive. If the Chief Executive Officer is implicated, refer to the Town Council's Leader. All allegations must be referred, no matter how insignificant they seem to be, or when they occur
- Try to ensure that no-one is placed in a position which could cause further compromise by making sure the person who has made the allegation is not left alone with the accused abuser.

As soon as possible after the incident or disclosure has occurred:

- Write down notes, dates, times, facts, observations, and verbatim speech
- Ensure the correct details are available, the young person or vulnerable adult's name and address, and the name and address of their parent or guardian
- Immediately contact the Social Services Department at Wiltshire Council. Ask for a Duty Officer and indicate that you wish to discuss a matter of child or vulnerable person protection. Ask for the name of the person with whom you are speaking. Do not filter out or withhold any information. Ask if there is anyone else who should be informed
- Inform the Local Authority's Monitoring Officer (Head of Legal Services, Wiltshire Council)
- Prepare a confidential file. Record all notes, conversations and advice from Social Services. Every effort should be made to ensure that confidentiality is maintained for all concerned
- Store information in a secure place with limited access to designated people, in line with data protection legislation
- Follow the advice from Social Services; take no other action unless advised to do so by Social Services. If in doubt about the advice you have received at any stage refer to Social Services for guidance.

5.4 Responding to Concerns about a Child's Welfare Where There Has Been No Specific Disclosure or Allegation:

All Councillors, employees, volunteers and organisations contracted to provide services on behalf of the Town Council are encouraged to share concerns with the Chief Executive. The Chief Executive will, if appropriate, make a referral to Social Services.

Recognising abuse is not always easy. The list below provides some indicators of abuse; however, the list is not exhaustive and contains only indicators, not confirmation, of abuse:

- Unexplained bruising, marks or injuries on any part of the body e.g., cigarette burns, bite marks
- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- An injury for which the explanation seems inconsistent, or which has not been treated adequately
- Sudden changes in behaviour, including becoming withdrawn or becoming aggressive, including severe temper outbursts
- Reluctance to get changed
- Neglected in appearance, dirty or 'smelly'
- Constant hunger, sometimes stealing food from others
- Inappropriate dress for the conditions
- Fear of parents or carers being approached for an explanation
- Flinching when approached or touched
- Neurotic behaviour e.g., hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self-harm
- Fear of being left with a specific person or group of people, lack of trust in adults
- Sexual knowledge which is beyond their age or development age
- Sexual drawings or language
- Saying they have secrets they cannot tell anyone about
- Not allowed to have friends.

5.5 Contact Details for Multi-Agency Safeguarding Hub, the Police and NSPCC:

If you think a child or young person is at risk of significant harm, or is injured, contact Wiltshire Council's Multi-Agency Safeguarding Hub (MASH) on 0300 4560108, 8.45am-5pm, Monday-Thursday and 8.45am-4pm Friday; out of hours 0300 456 0100.

Or if there is immediate danger, phone the police or emergency services on 999.

For less urgent enquiries, email mash@wiltshire.gov.uk.

NSPCC Child Protection Helpline: 0808 800 5000.

5.6 Confidentiality

Members, employees, volunteers, and contracted service providers must not discuss allegations of abuse, substantiated or not, with anyone other than those in connection with the formal investigation. Where it is necessary to put procedures in place to prevent continuing abuse, the matter should be shared with the Chief Executive so that appropriate risk assessments may be undertaken.

6. Prevention

6.1 Current Employees and Recruitment

Prospective employees will be interviewed, and previous, relevant experience will be noted. Two appropriate references will be requested, and all employees will undergo a probationary period.

All Council Members, new and current employees and volunteers who are required to carry out duties that involve training, instructing, teaching or supervising children or vulnerable adults will be checked by the Disclosure and Barring Service (DBS) and / or appropriate safeguarding agency. In line with best practice, these checks will be repeated every three years.

DBS checks will be arranged by the Head of Finance & RFO as required.

Employees under 18 are subject have extra rights to protect them including maximum working hours and minimum breaks.

6.2 Training

The Council will make the Safeguarding Policy available to all Councillors, staff and volunteers. Line Managers will encourage good practice and identify any training needs required through the Town Council's Appraisal system. Appropriate training will be offered where required. All members, employees and volunteers will be expected to read this policy and sign the Declaration at the end of the document.

6.3 Reporting

The Council is committed to maintaining an open culture where members, employees, volunteers, children, vulnerable persons, parents, guardians, and carers feel able to express concerns both about child protection and issues of poor practice. In addition to the procedures outlined in this policy, the Town Council's Whistle Blowing Policy and Complaints Policy are available to all Council Members, staff, volunteers, and the general public.

7. Codes of Practice and Behaviour

These guidelines have been devised to protect children, young people and vulnerable adults from abuse, as well as to protect Councillors, staff and volunteers from situations where false allegations may occur.

The guidelines apply to those working with children, young people or vulnerable persons involved in activities organised by or on behalf of Chippenham Town Council or at services provided by Chippenham Town Council.

Councillors, Staff and Volunteers must:

- Treat everyone with respect, regardless of their age, ethnicity, social background, ability, sexual orientation, culture or religious beliefs
- Provide an example of good conduct they wish others to follow
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others
- Respect a person's right to personal privacy
- Provide access for children and young people to talk to others about any concerns they may have
- Encourage children, young people and adults to feel comfortable enough to point out attitudes or behaviours they do not like
- Remember that someone else might misinterpret their actions, no matter how well-intentioned
- Recognise that special caution is required when discussing sensitive issues, such as bullying, bereavement, abuse or personal development
- Recognise that some children, young people or vulnerable adults will be more vulnerable to abuse than others and may face extra barriers in getting help because of their race, gender, age, religion, disability, sexual orientation, social background or culture
- Challenge unacceptable behaviour and report all allegations or suspicions of abuse
- Be identifiable and wear a name badge at all times.

Councillors, Staff and Volunteers must not:

- Engage in physical horseplay, such as wrestling or tickling
- Have any inappropriate verbal or physical contact with children, young people or vulnerable people, or make suggestive remarks or gestures
- Permit abusive youth peer activities (e.g., initiation ceremonies, ridiculing, bullying etc.)
- Play physical contact games with children, young people or vulnerable adults
- Jump to conclusions about others without checking the facts
- Ask children, young people or vulnerable adults to do things that are potentially dangerous, illegal, or otherwise unreasonable
- Exaggerate or trivialise abuse issues
- Show favouritism to any individual
- Rely on just their good name to protect them
- Believe it could "never happen to me"
- Take chances when common sense, policy or practice suggest a more prudent approach
- Allow allegations made to go unchallenged, unrecorded, and not acted upon.

Chippenham Town Council takes its responsibility very seriously. Employees who breach these guidelines will face investigation and may face disciplinary action, which could lead to a dismissal. Volunteers in breach of the above Code of Conduct will have their services terminated with immediate effect and their parent organisation (as appropriate) will be informed. If a Council Member does not adhere to the policy, there may be grounds for reporting their behaviour to the Standards Committee, who may require an investigation under the Member Code of Conduct.

Where there is evidence of illegal activity, the Council Member, employee, or volunteer will be reported to the relevant authorities and may face a criminal investigation.

8. Procedure in Relation to Specific Services

8.1 Work Experience

Chippenham Town Council may offer work experience placements through various local schemes. The Council will ensure that employees working with children, young people or vulnerable adults are aware of the Child Protection and Vulnerable Adults Safeguarding Policy. Line Managers are responsible for the health, safety and welfare of work experience students who under law are regarded as employees.

8.2 Leisure Services / Hall Hire

Independent sports clubs and private individuals who use the facilities operated by Chippenham Town Council should have safeguarding policies in place, commensurate with the level of contact they have. Furthermore, their employees or volunteers who have significant and regular unsupervised contact with children, young people and vulnerable adults should have satisfactory DBS checks. The Council will state on its booking forms that it is the Council's expectation that groups will follow good practice procedures in relation to safeguarding.

8.3 Use of Contractors

Chippenham Town Council will take reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into regular contact with children, young people or vulnerable adults, should have its own equivalent safeguarding policies, or failing this, must comply with the terms of this policy. This requirement will be written into the contract. If this is not met, the contractor will be deemed to be in breach of their contract.

8.4 First Aid

The administration of first aid to children, young people and vulnerable adults can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or guardian expressly permits this course of action.

When administering first aid, wherever possible, employees should ensure that another adult is present, or is aware of the action being taken. Parents should always be informed when first aid is administered.

Child welfare is of paramount importance. In certain circumstances members, employees, volunteers and contracted service providers may undertake first aid

as a last resort, notifying parents as soon as possible, to minimise a child, young person or vulnerable adult's distress.

8.5 Special Events - Photography

It is an unfortunate fact that some people have used children and young people's events as opportunities to take inappropriate photographs or footage of children, and every attempt should be made to ensure that this does not happen. Council Members, employees and volunteers should be vigilant at all times. Anyone using cameras or film recorders for or on behalf of the Town Council should obtain consent from the parents of children being photographed or filmed before the activity commences.

When commissioning professional photographers or inviting the press to cover Town Council services, events and activities, the Town Council's expectations must be made clear in relation to child protection by checking the credentials of any photographers', ensuring identification is worn and by not allowing unsupervised access to children or one to one photographic sessions.

9. Misuse of Procedure

Malicious complaints about a member, employee or volunteer and/or serious or persistent abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through Chippenham Town Council's disciplinary process.

10. Policy Monitoring and Review

All incidents, allegations of abuse and complaints will be recorded and monitored. This policy will be reviewed every four years and will also be revised in the light of changing needs, changes in legislation and guidance, or experience.

11. Declaration

Chippenham Town Council is fully committed to safeguarding the wellbeing of children, young people and vulnerable adults and promoting their welfare. Representing Chippenham Town Council as an Elected Member or working as an employee, volunteer for Chippenham Town Council, it is important that you have taken the time to thoroughly read the Safeguarding Policy document.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children, young people and vulnerable adults in our community.

Declaration:

I have received, read and understood the Chippenham Town Council's Safeguarding Policy document. By signing I agree to adhere to the principles of the policy.

Signed: _____ Date: _____

Name (please print): _____

THIS WILL BE KEPT IN YOUR PERSONNEL FILE