



Safeguarding Children, Young people and Vulnerable Adults (“Safeguarding”) Policy 2023

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1 Introduction

1.1 Everyone has a duty to safeguard children and young people and adults in need of care and protection. This policy outlines practice that will promote the safety of children, young people and vulnerable adults involved in Community Council activities. The policy will be reviewed by the Council annually in the light of experience and of advice from professional organisations with expertise in this field.

2 Definitions

2.1 Children and young people: Anyone under the age of 18 years

2.2 Adult in Need of Care and Protection: Anyone aged 18 and over who:

- (i) Has needs for care and support (regardless of the level of need and whether the Council is involved in meeting any of those needs)
- (ii) Is experiencing, or is at risk of abuse or neglect, and
- (iii) As a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

3 To whom this policy applies

3.1 This policy applies to anyone working for or on behalf of Kennington Community Council, whether in a paid, voluntary, or commissioned capacity, including councillors.

4 Promoting a safe environment

4.1 To promote a safe environment for children, young people and vulnerable adults, the Council wishes to promote a safeguarding culture in its premises and more particularly in its activities.



4.2 To achieve this, the Council will:

- (i) Provide safe facilities and undertake regular safety assessments in any premises which it uses;
- (ii) Ensure that employees, and councillors are aware of the safeguarding expectations and provide regular training to this end;
- (iii) Ensure staff who may have contact with children are DBS Checked and that at least two councillors have also satisfied such checks, one of whom will be the Youth Council Liaison; and
- (iv) Make available on public notice boards and to employees and councillors, the contact details of the Council's Designated Lead, the Kent County Council Children's Social Care (CSC) Initial Response Team Kent County Council Social Care Direct, the county Local Authority Designated Officer (LADO) and the NSPCC.

5 Designated Lead and Deputy Designated Lead

5.1 The Clerk to the Council is the Designated Lead on all matters relating to safeguarding.

5.2 The Chair of Council is the Deputy Designated Lead on all matters relating to safeguarding. This will be kept under review as and when the staff of the Council expands.

6 Responsibilities of all those acting for the Council

6.1 Employees, councillors, and volunteers all have a duty to protect children, young people, and adults in need of care and protection but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on as soon as possible to the appropriate authority and in parallel to the Designated Lead and Deputy Designated Lead.

6.2 Employees, councillors, and volunteers must:

- (i) Always follow the safeguarding policies and procedures, particularly if concerns arise about the safety or welfare of a child or adult in need of support and protection;
- (ii) Take care not to place themselves in a vulnerable position with a child, for example by ensuring contact with individual children or parents to be conducted in view of other adults;
- (iii) Always remain alert to the possibility of abuse;
- (iv) Participate in safeguarding training as required and maintain current working knowledge;
- (v) Discuss any concerns about the welfare of a child or adult with their line manager and the Designated Lead;
- (vi) Work collaboratively with other agencies to safeguard and protect the welfare of people in the premises used by the Council and in its activities;
- (vii) Recognise the impact that diversity, beliefs, and values of people can have;
- (viii) Always call 999 in an emergency – for example when someone's life is at risk or someone is seriously injured or critically ill.

7 Allegations against staff and volunteers and Whistleblowing

7.1 The Council recognises that children or vulnerable adults cannot be expected to raise concerns in an environment where staff or volunteers fail to do so. All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues.

7.2 However, no attempt should be made to investigate or act on any allegation regarding staff or volunteers' behaviour with children or young people before consultation with the Local Authority Designated Officer.

7.3 The Council should follow recognised procedures for managing allegations against councillors, staff or volunteers. The form for reporting and recording allegations is annexed to this policy.



- 7.4 In recording information in relation to an allegation, one should take care to:
- (i) reassure the person that they have done the right thing by telling someone about it;
 - (ii) tell them that you now have to do what you can to keep them (or the child who is the subject of the allegation) safe;
 - (iii) let the child know what you are going to do next and who else needs to know about it;
 - (iv) let the person tell their story and as far as possible use their words in your account; ask questions only when necessary for clarification and in particular avoid leading questions and avoid creating the impression that evidence collection constitutes an investigation;
 - (v) if possible, explain to the child's parent/carer what has happened. Do this first without the child there, and then summarise it again in front of the child so that it is an open subject between parent/carer and child. This may enable them to talk about it together more easily;
 - (vi) check what the person would like to happen as a result of what they have said, but do not make or infer promises to the child, vulnerable adult or their parents or to witnesses that you cannot keep;
 - (vii) avoid recording opinions;
 - (viii) avoid showing emotion and display objectivity throughout;
 - (ix) avoid making promises to the child, vulnerable adult or their parents or to witnesses.

8 What should constitute a cause for concern in relation to Children and young people

- 8.1 Staff and Volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child. A child may be abused by parents, other relatives or carers, professionals and other children, and abuse can occur in any family or in any other area of society, regardless of social class, wealth, or geographical location.
- 8.2 Abuse falls into four main categories:
- (i) Physical Abuse
 - (ii) Emotional Abuse
 - (iii) Sexual Abuse
 - (iv) Neglect
- 8.3 All staff and volunteers need to have an awareness that there are many other forms of abuse ranging from Child Sexual Exploitation (CSE) through to Female Genital Mutilation (FGM). Ideally, staff and volunteers who engage with children will have accessed appropriate child protection training and will make every effort to keep themselves up to date with developments in the field.

9 What should constitute a cause for concern in relation to Adults in Need of Care and Protection

- 9.1 Staff and volunteers should be aware of the possibility of abuse to vulnerable adults from the community, relatives, carers, or professionals in the areas of:
- (i) Physical abuse
 - (ii) Domestic violence
 - (iii) Psychological abuse
 - (iv) Emotional abuse
 - (v) Financial or material abuse
 - (vi) Modern slavery
 - (vii) Organisational abuse
 - (viii) Sexual Abuse



Policy Adopted: dd-mmm-2023

Review due: 01-January-2025

10 Revision History

Version	Date	Comments
v0.1	8.9.2023	Informal first draft circulated to P&D members for comment
v0.1	2.10.2023	Amended draft submitted to FGP
v0.3	30.10.2023	Version recommended to Council by FGP for approval; report form added
v1.0	08.11.2023	Adopted by Council



1 Safeguarding reporting form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons.

In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding

Officer within one working day or the next working day if it's a weekend. The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1 Your details – the person completing the form

Name	<input type="text"/>		
	<input type="text"/>		
Position	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>

2 Details of the person affected

Name	<input type="text"/>		
	<input type="text"/>		
Address	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>

3 Details of the incident (please describe in detail using only the facts)



4 Other present or potential witnesses

Name			
	Address		
	Telephone number	Email	

5 Additional relevant information (please detail anything else that you believe to be helpful or important)

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print name

Signature

Date

