

Castle Cary Town Council

Safeguarding Children, Young People and Vulnerable Adults Policy

1. Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. Castle Cary Town Council (CCTC) takes its responsibilities for everyone using the premises and to protect staff, Councillors and volunteers very seriously.

2. 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.

Employees, Volunteers and Councillors are paid staff members or volunteers.

3. Substantial Access:

Where an individual is regularly caring for, training or supervising a child, young person or vulnerable adult.

Where an individual has sole charge of children, young people and vulnerable adults.

4. Promoting a Safe Environment:

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

- ✓ Appointing a trained, named Safeguarding Person who will manage the Disclosure Barring Service (DBS) check processes keeping a record of essential people, their registration numbers and their dates for renewal.
- ✓ Providing safe facilities and undertaking regular safety assessments.
- ✓ Publish a written code of conduct for users of CCTC facilities.
- ✓ Ensuring that employees, Councillors, volunteers and group leaders of activities are aware of the safeguarding culture.
- ✓ Requiring all employees, Councillors, volunteers who come into regular unsupervised contact with children, young people or vulnerable adults during the course of their duties to undergo appropriate DBS checks. Portability of DBS checks will be acceptable where there are no other prohibitive checks.
- ✓ Maintaining channels of communication with leaders of groups involving children, young people or vulnerable adults in our wider community such as Ansford Parish Council.
- ✓ Making details of the named Safeguarding Person available and contacts for Childline and emergency services.

We all have a duty to protect our children, young people or vulnerable adults but are not responsible for deciding whether abuse has taken place. If they have concerns these should be reported to the Safeguarding Person, Chair of Council or The Town Clerk who will know how to report an incident to the Local Safeguarding board, the Police or Social Services.

5. Hiring of facilities to groups for use with children, young people or vulnerable adults when group leaders have a regular and substantial access and parents/carers are not present:

CCTC will require the hirer to:

- Have membership of a National Governing Body (NGB) or similarly recognised body

Castle Cary Town Council

Safeguarding Children, Young People and Vulnerable Adults Policy

- Have public liability insurance
- Have a suitable safeguarding children, young people and vulnerable adults policy or agree to work to the CCTC's policy
- Have a register for use in emergencies with any details of allergies or medical conditions which parents or carers feel group leaders need to know about.
- Ensure group leaders have valid DBS checks
- Do risk assessments for individual activities
- Ensure group leaders are aware of the whereabouts of the first aid box
- Ensure that group leaders make their members aware of the CCTC Code of Conduct and ensure that it is followed whilst using Town facilities.

Hiring of facilities for children's parties

Hirers must satisfy the following:

- Adequate adult supervision is to be provided.
- They are aware of the Code of Conduct and are prepared to comply with it.

This policy is fully supported by all Members of Castle Cary Town Council and has been approved at its meeting on 18th May 2015