



Safeguarding and Vulnerable Adults Policy

Policy Approved	04 April 2023
Review Body	Full Council
Review Period	Annually
Next Review	April 2024

Leiston-cum-Sizevell Town Council

Safeguarding and Vulnerable Adults Policy

(Designated Lead for Safeguarding: Town Clerk)

This policy will enable Leiston-cum-Sizevell Town Council to demonstrate its commitment to keeping safe both vulnerable adults and children and young people in the community.

Policy Statement

The policy is in place in order for staff and councillors to work to prevent abuse and know what to do should a concern arise. They will enable Leiston-cum-Sizevell Town Council to:

- Promote good practice and work in a way that can prevent harm and abuse occurring.
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported.

Definitions

Child

A “child” means a person under the age of eighteen; Children Act 1989¹.

Adults at Risk

An individual who

has needs for care and support
is experiencing, or is at risk of, abuse or neglect
as a result of those needs is unable to protect himself or herself against the abuse or neglect
or the risk of it.

Care Act 2014².

¹ <https://www.legislation.gov.uk/ukpga/1989/41/section/105>

² <https://www.legislation.gov.uk/ukpga/2014/23/section/42/enacted>

Related Policies

**Equal Opportunities Policy,
Data Protection and Information Management
Complaints Policy
And any others deemed appropriate.**

Responsibilities of the Town Council

- To accept the moral and legal responsibility to implement procedures, to provide a Duty of Care for children, young people and adults at risk of abuse,
- Safeguard their wellbeing and protect them from abuse.
- To raise awareness of safeguarding to ensure that everyone can play their part in preventing and identifying and responding to abuse and neglect.
- To ensure that all councillors, volunteers and any paid members of staff are familiar with the policy and any associated procedures.
- To work with other agencies within the framework of both the Suffolk Safeguarding Partnership³
- To act within its confidentiality policy and will usually gain permission from adults before sharing information about them with another agency. **The safeguarding of a child or an adult who is at risk or if a crime has been committed will override any need for consent.**
- To make a safeguarding referral through the Suffolk Safeguarding Partnership or Customer First on 0808 800 4005 (this is a freephone number) i.e. if there is an immediate danger or the child/adult is at risk of harm
- To ensure that all new Councillors and staff are provided with a copy of the safeguarding policy.
- To ensure all contractors/partners working directly with the Town Council have in place Safeguarding policies and procedures.
- To monitor and evaluate the policy annually or in the light of any changes to Government legislation and guidance.
- To ensure there is a designated lead person for safeguarding in the Town Council.
- To ensure as far as is reasonably practicable that everyone is safe and secure in any facility or environment it provides or facilitates.
- DBS checks will be required if any Councillor, volunteer or paid member of staff is required to teach, train, instruct, care for or supervise children.
- To ensure records are kept of any referrals and any notes, records of conversations concerning that referral are kept in the folder and that it is stored in a secure place with limited access to designated people.

Responding to Abuse or an Allegation

- Reassure the person concerned.
- Listen to what they are saying.
- Record what they are saying.
- Record what you have been told/witnessed as soon as possible.
- Remain calm and do not show shock or disbelief.

³ <https://www.suffolksp.org.uk/>

- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Use the vulnerable adult's/child's words where possible.
- Don't promise to keep it a secret.
- Tell the child or vulnerable adult what you are going to do next to get help to keep him/her safe.

Safeguarding Lead and DBS Requirements
Helen Greengrass, Town Clerk

The Town Clerk and Safeguarding Lead will hold an up-to-date DBS Check.

Other staff who may be employed in the future, or existing staff whose duties change to include working with children and vulnerable adults will have a DBS check in place before their duties.

DBS checks are considered to hold personal information and are subject to Town Council Data Protection and Management Information Policy.