

DURSLEY TOWN COUNCIL

CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS PROTECTION POLICY

Safeguarding Children, Young People and Vulnerable Adults

Introduction
Everyone has a duty to safeguard children, young people and vulnerable adults.
This policy outlines practice that will promote the safety of children, young people and vulnerable adults using Dursley Town Council (DTC) facilities. The policy will be reviewed by the Town Council every three years.
Definitions
Children and young people:
Anyone under the age of 18 years
Vulnerable Adult:
Anyone over 18 who is:
<ul style="list-style-type: none">• Unable to care for themselves• Unable to protect themselves from significant harm or exploitation• Or may be in need of community care services
Employees and Councillors:
Anyone working for, or on behalf of DTC whether paid or voluntary
Substantial Access
<ul style="list-style-type: none">• 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 or vulnerable adults
Promoting a safe environment
In order to promote a safe environment for children, young people and vulnerable adults, DTC wishes to promote a safeguarding culture in its premises and activity areas. In order to achieve this, DTC will:
<ul style="list-style-type: none">• Provide safe facilities and undertake regular safety assessments.• Publish a written Code of Conduct for users of Town Council facilities. Copies of the code will be displayed in Town Council buildings and on the council website.• Ensure that employees, councillors and group leaders of activities in the town council facilities are aware of the safeguarding culture.• Require employees and councillors who come into regular contact with children, young people or vulnerable adults during the course of their duties to undergo appropriate DBS checks. These to be repeated as required. The Clerk will keep a record of employees and councillors who have undergone DBS checking. Portability of DBS checks will be acceptable where there is no prohibitive evidence.• Maintain channels of communication with leaders of groups involving children, young people and vulnerable adults (if applicable) through the town council's representatives on the Vibe Users Group.

<ul style="list-style-type: none"> • Make available on public notice boards and to employees and councillors, the contact details of the Gloucestershire County Council Children’s and Adult Services . • Children’s helpdesk 01452 426565 and Adult’s helpdesk 01452 426868 • Emergency out of hours number 01452 614194 or email edt@gloucestershire.gov.uk. • In an emergency ring 999
<p>Employees and councillors have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed onto the Social Services Duty Officer.</p>
<p>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.</p>
<ul style="list-style-type: none"> • Have membership of a National Governing Body (NGB) or similarly recognised body.
<ul style="list-style-type: none"> • Have public liability insurance
<ul style="list-style-type: none"> • Have a suitable safeguarding children, young people and vulnerable adults policy or agree to work to the DTC’s policy.
<ul style="list-style-type: none"> • Do risk assessments for individual activities
<ul style="list-style-type: none"> • Ensure group leaders are aware of the whereabouts of the first aid box
<ul style="list-style-type: none"> • Ensure that group leaders make their members aware of the DTC code of conduct and ensure that it is followed whilst using Town council facilities
<p>Hiring of facilities</p>
<p>Hirers must satisfy the following: Adequate adult supervision is to be provided They are aware of the Code of Conduct for Town Council facilities and are prepared to comply with it.</p>

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Setting the Right Context for Safe Working
Where DTC facilities are hired to external groups for use with children, young people or vulnerable adults when the group leader has substantial access and parents/carers are not present, the group leader will need to have a suitable safeguarding policy or work to that of DTC and follow this context for safe working. This is designed to protect those running or assisting with groups from allegations of poor practice or abuse.
Safe Context
Implement the safeguarding children, young people and vulnerable adults policy and procedures at all times. Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a DBS check. Do not allow allegation to go unchallenged, unrecorded or unreported.
Good Preparation
Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, inform others of your whereabouts and intended action.
Where possible, have male and female leaders working with a mixed group.
Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carers).
Ensure photos or videos are not taken without written permission from parents/carers.
Ensure you have access to a first aid kit and telephone and know fire procedures.
Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required that this is carried out in pairs or in the latter case, that it is carried out where you can be seen.
Ensure appropriate clothing is worn by yourself and those participating at all times.
When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.
Setting the Right Environment
<ul style="list-style-type: none">• Set an example you wish others to follow• Treat everyone with respect• Ensure everyone has an equal opportunity to participate• Do not show favouritism• Do not do things of a personal nature that individuals cannot do themselves• Deal firmly and fairly with attention seeking behaviour

CODE OF CONDUCT FOR USERS OF TOWN COUNCIL FACILITIES

In order to support a safeguarding culture for all users of town council facilities, we have developed a code of conduct. This will help to ensure a safe and friendly atmosphere for all activities and events. In this spirit, we request all users to:

- Treat each other with respect
- Show consideration for other groups using the facilities
- Treat the facilities provided with due care and respect
- Provide an example of good conduct that you wish others to follow
- Refrain from any behaviour that involves racism, sexism and bullying in addition to report any instances of such behaviour to group leaders, town councillors, the town clerk or parents and carers as appropriate.
- Encourage an open atmosphere within user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of activities

Agreed and adopted by Full Council on 2 July 2019