



**Blackwater & Hawley
Town Council**

SAFEGUARDING POLICY

Adopted by the Town Council on 19th February 2024

1. INTRODUCTION

The Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council. This policy applies to anyone working for or on behalf of Blackwater & Hawley Town Council whether in a paid, voluntary or commissioned capacity.

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy outlines practices that will promote the safety of children, young people and vulnerable adults using Blackwater & Hawley Town Council facilities.

2. DEFINITIONS

Children and young people

Anyone under the age of 18 years

Vulnerable adult

Anyone over 18 who is unable to care for themselves; unable to protect themselves from significant harm or exploitation; or may need community care services.

3. PROMOTING A SAFE ENVIRONMENT

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

- Ensure that organisations responsible for events and undertakings in the Town Council owned premises have appropriate policies and safeguarding practices in place
- Where facilities are owned by the Council, provide safe facilities and undertake regular safety assessments
- Ensure that employees, Councillors and volunteers are aware of safeguarding expectations including
 - A minimum of two adults present when supervising children
 - Not to play physical contact games
 - Adults to wear appropriate clothing at all times
 - Ensure that accidents are recorded in an accident book
 - Never do anything of a personal nature for a young person

4. DUTY TO PROTECT

Employees, Councillors and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is or has taken place. If they have concerns, these should be passed on to the authorities as detailed below as soon as possible.

5. ALLEGATIONS AGAINST STAFF, COUNCILLORS OR VOLUNTEERS

All staff, Councillors or volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is always advisable for interviews, or work with individual children or parents to be conducted in view of other adults.

No attempt should be made to investigate or act on any allegation made against a member of staff, Councillor or volunteer.

Instead, please inform Hampshire Safeguarding teams as detailed below.

6. Contact Details

Use the details below to report all concerns for:

- the welfare of a child or vulnerable adult
- any allegation against a member of staff, Councillor or volunteer
- any allegation made by a child or vulnerable adult, about abuse, neglect or mistreatment they, or someone else, has suffered

Adults

Hampshire County Council
0300 555 1386 (Monday – Friday 8.30am – 5pm)
0300 555 1373 (5pm – 8.30am)

Children

0300 555 1384 (Monday – Friday 8.30am – 5pm)
0300 555 1373 (5pm – 8.30am)
NSPCC Helpline – 0808 800 5000

Emergency

999 (for urgent support or imminent danger)
101 (for less urgent support)
111 (non-urgent medical advice)

7. WHISTLEBLOWING

The Council recognises that children or vulnerable adults cannot be expected raise concerns in an environment where staff or volunteers fail to do so.

All staff, Councillors and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from Hampshire County Council Safeguarding Teams.

8. TRAINING

Training will be provided for those members of staff, Councillors and volunteers who engage with children or vulnerable adults whilst they are working in any activity associated with the Town Council.