



**Helston Town Council**

# **Safeguarding Policy**

**Safeguarding Children, Young People and Adults**

Approved: September 2021

## **1.0 Purpose of Policy**

- 1.1 The purpose of this policy is to set out the duty to safeguard and promote the welfare of children, young people and adults at the Guildhall, Helston and Town Council owned play areas and open spaces. This policy also documents how this will be implemented by Helston Town Council in the discharge of its duties. This is a joint policy as there are similarities in many of the actions needed to safeguard children and young people and to safeguard adults. However, the Council recognises that there are also some distinct differences between these groups and these are reflected in this document and the relevant supporting policies and guidance.

## **2.0 Policy Statement**

- 2.1 This policy develops procedures and good practice within Helston Town Council to ensure that each person can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people and adults. The policy also provides evidence of how this is being implemented within the Council and outlines plans to address any gaps in these arrangements.

## **3.0 Policy Application**

- 3.1 This policy applies to all members of staff of Helston Town Council, all Helston Town Council Elected and Co-opted Members and all those organisations who have a working relationship with the Council including external suppliers of services and volunteers.
- 3.2 All partners and wholly owned companies should have regard to the Helston Town Council policy and ensure their individual policies are not at odds with it.
- 3.3 Helston Town Council expects that any organisation wishing to provide, or providing, services where staff are employed to work directly or indirectly with children, young people or vulnerable adults are able to demonstrate standards of safeguarding commensurate with those expected of statutory organisations.

## **4.0 Introduction**

- 4.1 Safeguarding is everyone's responsibility and all staff have a responsibility to safeguard and promote the welfare of children, young people and adults.
- 4.2 There is a duty on organisations to make appropriate arrangements to safeguard and promote the welfare of children and adults. Also, government guidance makes it clear that it is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise.

## **5.0 Safeguarding Children and Young People**

- 5.1 Working Together (2018) guidance covers the legislative requirements and expectations on our services to safeguard and promote the welfare of children

- 5.2 The document replaces Working Together to Safeguard Children (2015); The Framework for the Assessment of Children in Need and their Families (2000); and Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (2007).
- 5.3 Safeguarding children - the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.
- 5.4 Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children.

## **6.0 Definition**

- 6.1 A child is "anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989. (See Children's Act 2004)

## **7.0 Key Principles**

- 7.1 Effective safeguarding arrangements in every local area should be underpinned by two key principles:
- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
  - a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

## **8.0 What does this mean?**

- 8.1 "Safeguarding and promoting the welfare of children" means:
- protecting children from maltreatment;
  - preventing impairment of their health or development;
  - ensuring that they grow up in circumstances consistent with the provision of safe and effective care; and
  - taking action to enable all children to have the best outcomes.
- 8.2 Working Together (2018) aims to help professionals understand what they need to do, and what they can expect of one another, to safeguard children. It focuses on core legal requirements, making it clear what individuals and organisations should do to keep children safe. In doing so, it seeks to emphasise that effective safeguarding systems are those where:

- the child's needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates;
- all professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
- all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care;
- high quality professionals are able to use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child;
- all professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes.

8.3 If staff have concerns about the outcome of a referral they are to escalate the concern by contacting the Town Clerk.

## 9.0 Types of Abuse

9.1 Staff will be aware of the main categories of abuse against children and young people:

- **Physical** - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Sexual** - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Emotional** - The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature

age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

- **Neglect** - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
  - provide adequate food, clothing and shelter (including
  - exclusion from home or abandonment);
  - protect a child from physical and emotional harm or danger;
  - ensure adequate supervision (including the use of inadequate care-givers); or
  - ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **10.0 Legislative background**

10.1 Working Together (2018) is issued under:

- section 11 (4) of the Children Act 2004 which requires each person or body to which the section 11 duty applies to have regard to any guidance given to them by the Secretary of State; and
- section 16 of the Children Act 2004, which states that local authorities and each of the statutory partners must, in exercising their functions relating to Local Safeguarding Children Boards, have regard to any guidance given to them by the Secretary of State.

10.2 Helston Town Council recognises that, under the Children Act 2004, it has a statutory duty to make arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the welfare of children in its facilities.

10.3 Helston Town Council will ensure that all members of staff across the whole Council know or can easily find out what they need to do if they have a concern about the abuse of children or young people.

## 11.0 Safeguarding Adults

11.1 Definition - The Care Act 2014 sets out statutory duties for safeguarding adults. Under section 42 of the Care Act 2014, safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

11.2 The adult experiencing, or at risk of abuse or neglect will be referred to as the adult throughout this policy.

## 12.0 What do we want to achieve?

12.1 Helston Town Council works to the Care Act – Six key principles of adult safeguarding (Care Act Guidance, paragraph 14.13):

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

12.2 Helston Town Council will ensure that all members of staff across the whole Council know or can easily find out what they need to do if they have a concern about the neglect or abuse of adults.

## 13.0 What does this mean?

13.1 Helston Town Council staff should not limit their view of what constitutes neglect or abuse, as they can take many forms and the circumstances of the individual case should always be considered.

13.2 Exploitation of the adult by an individual with undue influence should always be considered. The agreed categories are as follows (Care Act Guidance, paragraph 14.17):

- **Physical abuse** – including assault, hitting, slapping, pushing misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic abuse** – including psychological, physical, sexual, financial, emotional abuse, controlling and coercive behaviour; and ‘honour-based’ violence.
- **Sexual violence** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts and sexual assault or sexual acts to which the adult has not consented or was coerced.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including coercion to take extortionate loans and threats to recover debt, theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. Failure to follow agreed processes.
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding that causes a risk of harm.

- 13.3 Staff and Members will respond appropriately when they see or are concerned about neglect or abuse.
- This means that staff will report their concerns about abuse to the Town Clerk who will then report it to Multi Agency Referral Unit or Access Team dependent on the age of the individual
  - Staff and Members will be able to get advice and guidance from the Town Clerk
  - If staff and Members have concerns about the outcome of the referral they are to escalate the concern to the Town Clerk whom will contact the Multi Agency Referral Unit or Access Team
  - Should the concerns relate to the Town Clerk then the point of contact will be the Mayor
- 13.4 Helston Town Council fully endorses and adheres to the [Cornwall and Isles of Scilly Multi-agency Safeguarding Adults Policy](#).

#### **14.0 Policy Objectives**

- 14.1 Our main policy objective is to ensure that we will promote safeguarding as the moral norm so that it becomes everybody's business. By everybody's business we mean that staff and managers in all organisations using our facilities understand their safeguarding responsibilities and their active role in working together to safeguard children, young people and adults from harm.
- 14.2 For this policy to be effective it is essential that each organisation using any of our facilities knows that safeguarding is everyone's responsibility, knows the signs and symptoms of potential harm, how to access safeguarding information, advice and guidance, and is committed to making an informed contribution to safeguard children, young people and adults.

#### **15.0 Safeguarding Children and Young People**

- 15.1 Everyone who comes in to contact with children – including managers, caretakers, volunteers and all staff - has a responsibility for keeping them safe.
- 15.2 No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

#### **16.0 Safeguarding Adults**

- 16.1 Helston Town Council will record and report any concerns regarding adults and contact the Access Team at Cornwall Council.



## **17.0 Equality and Diversity**

17.1 Helston Town Council expects all elected and co-opted members, staff and volunteers who come in to contact with children, young people and adults treat them as individuals and make them feel respected and valued as an essential part of our commitment to safeguard children, young people and adults.

17.2 More information on Helston Town Council's equality policy can be found on the Council website at [www.helston-tc.gov.uk](http://www.helston-tc.gov.uk)

## **18.0 Review**

18.1 This document will be reviewed annually or as legislative changes require.

## **19.0 Responsibilities for Safeguarding**

19.1 Helston Town Council will ensure that all Helston Town councillors and senior managers are committed to safeguarding and promoting the welfare of children, young people and adults, that they demonstrate leadership, are informed about and take full responsibility for the actions of staff who provide services to children, young people, adults and their families at all levels.

19.2 This means:

- Ensuring the highest standards of safer recruitment, supervision and management oversight of Council staff, particularly but not exclusively those working directly with children, young people and adults;
- Ensuring that children, young people and adults are seen and listened to and that their views are taken fully into account when making decisions;
- Taking appropriate action regarding any concerns expressed about their welfare, commensurate with their rights to privacy and wherever possible on the basis of informed consent;
- All members of staff and volunteers who are employed by or on behalf of the authority, will have a clear understanding of the Council's responsibilities for safeguarding;
- Regularly refreshing our policies and procedures about safeguarding in light of lessons from research and maintaining an action plan for continuous improvement;
- Promoting the highest standards of safeguarding practice across the organisation, including robust standards for safe recruitment checks.

## **20.0 Staff Awareness**

20.1 Helston Town Council considers that safeguarding is everyone's responsibility. In particular the Council will ensure that all staff know what to do and how best to share information in order to ensure that children, young people and vulnerable adults receive necessary services - especially when they are concerned that a child, young person or adult may be suffering or at risk of suffering harm – and that all staff have access to support and appropriately expert advice in this context. This means:

- All staff employed by the council are expected to attend induction/training during which they will be informed of appropriate policies and relevant personnel.

## **21.0 Safer Recruitment**

21.1 Helston Town Council demonstrates its commitment to safeguarding and promoting the welfare of children, young people and adults at all stages of the recruitment and selection process.

21.2 It has in place consistent, fair and thorough safer recruitment practices and processes that aim to deter, reject or identify people who might abuse children, young people or adults and to ensure that those recruited are suitable to work within Helston Town Council's services.

21.3 In addition, Helston Town Council expects all of its partner organisations to have robust, well managed safeguarding arrangements in place which are compliant with regulations and legislation.

21.4 Managers who recruit into roles working with children and/or adults should ensure that all the relevant safeguarding, recruitment and barring checks have been undertaken for all employees, volunteers and suppliers of services to the Council. Such checks and measures may include for example:

- Safeguarding responsibilities identified on role profiles and adverts;
- Stated requirement for appropriate criminal record checks;
- Use of application forms;
- Face-to-face interviews;
- Undertaking pre-employment checks, including the appropriate criminal record check
- Taking up references;
- Probationary and supervision periods; and
- Monitoring conduct within the role.

- 21.5 Safer recruitment is part of a culture of ongoing vigilance where safer working practices are used by supported and well-trained staff. Adults working with children, young people and/or adults will be clear about appropriate and inappropriate practice and are able to raise concerns when these arise. Features of a safer culture may include:
- Policies and procedures put into practice;
  - Clear procedures and support for reporting concerns;
  - Induction and probationary periods;
  - Setting acceptable standards of behaviour; and
  - Commitment to safeguarding and an ongoing culture of vigilance.
- 21.6 Information, advice and guidance relating to safer recruitment practices, Disclosure and Barring checking; positive disclosures and suitability decisions; and any legislative changes as a result of the recent Protection of Freedoms Act (2012) can be obtained from <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>
- 21.7 The [Cornwall and Isles of Scilly Safeguarding Children Board website](#) provides useful information and links to resources for the voluntary and community sector.

## **22.0 Management of Allegations**

- 22.1 Helston Town Council will manage allegations against professionals who work with children and young people and people in a position of trust who work with adults as follows:
- Allegations or concerns about staff relating to children or young people are handled effectively and in accordance with 'Working Together to Safeguard Children' (2018) through the Safeguarding Standards Unit LADO (Local Authority Designated Officer) Service. Information and procedures can be found on both the Cornwall & Isles of Scilly Safeguarding Children Board webpages and the South West Child Protection Procedures website.
  - Allegations or concerns about staff relating to adults are handled in accordance with the [Cornwall and Isles of Scilly Safeguarding Adults Board Multi-agency Safeguarding Adults policy](#).
  - Staff who work or come in to contact with children, young people and vulnerable adults receive appropriate safeguarding and safe working practices training, including induction, consistent with their role and function.
  - Safe working practices are promoted and poor and unsafe practice is challenged.

- Effective arrangements such as a Whistleblowing policy, which explicitly describes arrangements for sharing concerns about the behaviour of colleagues and other members of staff are described at induction and training and well-publicised by the Council to its employees.

### **23.0 Monitoring Outcomes**

- 23.1 Helston Town Council ensures all concerns raised are forwarded to the Multi Agency Referral Unit or Access Team.