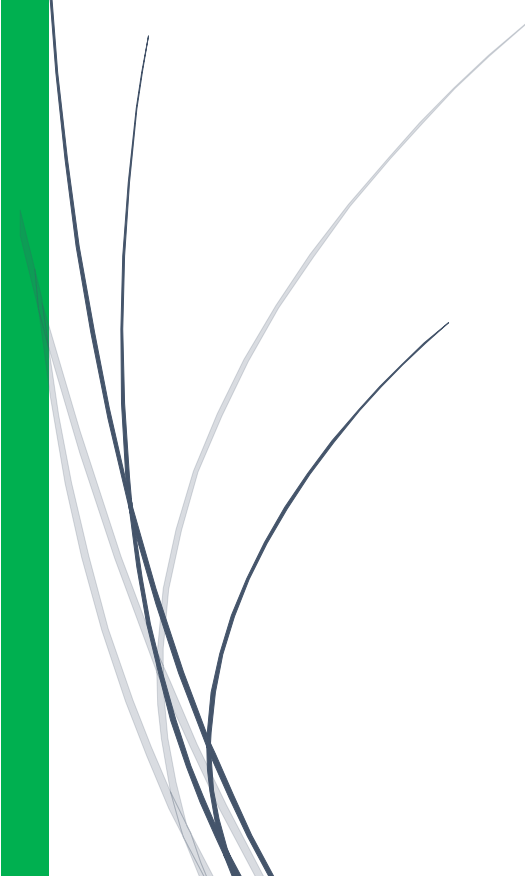




Winchcombe

Winchcombe Town Council

Safeguarding Children, Young People and Vulnerable Adults Policy



Introduction

Winchcombe Town Council provides the following activities:

- General day to day running of the Parish including Parish Meetings
- Local Burial Authority
- Playparks including The Silver Jubilee Playpark, the Finches Playpark and the playing field, formerly known as the King George V Playing Field
- Management Committees run facilities on behalf of Winchcombe Town Council these include the Abbey Fields Community Centre and Winchcombe Sports Hub a 4G all-weather artificial grass pitch.

Whilst these activities do not include direct services or support for children, young people or vulnerable adults, Winchcombe Town Council recognises that safeguarding those members of society is everyone's business and that the Council has a role to play. The Council also recognises and that anyone could become vulnerable at some stage in their lives.

Winchcombe Town Council is therefore committed to ensuring that the Management Committee, volunteers and those who participate in activities run by, or on behalf of, the Council have an understanding of the overarching principles that guide the approach to protecting and safeguarding Children, Young People and Vulnerable Adults, and what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.

There are numerous and varied legal provisions which are applicable when operating the local safeguarding procedures. These provisions embrace criminal law, general protective legislation, available civil procedures and common law. Where there are concerns regarding the legality of a person's actions or proposed actions, there may be a need to seek legal advice.

- ✓ Everyone has a right to live in safety and to be free from abuse or fear of abuse from others
- ✓ Everyone has a right to live an independent life based on 'self-determination' and personal choice
- ✓ An independent life style may involve risk for vulnerable adults
- ✓ When a situation is discovered in which a vulnerable adult reports or is thought to be at risk of abuse, the appropriate agencies will be contacted quickly

Definitions

What does Safeguarding Children Mean? - According to Working Together 2018, safeguarding children is the term used to cover all aspects of promoting a child's welfare such as protecting a child from maltreatment, aiding their development, keeping them safe and ensuring they have the best outcome in life. Whereas child protection is the single aspect of safeguarding children that is focussed on protecting a child who is suffering from, or has the potential to suffer from, significant harm. Significant harm can include maltreatment, abuse and neglect, pre-meditated abuse, a single traumatic event or an accumulation of events that damage the child's physical and/or psychological development.

"Vulnerable adult" - A vulnerable adult or adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support. Someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself or protect themselves from harm. This means that not all adults are vulnerable but some may be vulnerable at times and others will be vulnerable all the time. (Government "No secrets" definition 2010)

"Harm" – for vulnerable adults one refers to the concept of 'significant harm'. Introduced in the Children Act 1989 "Harm" should be taken to include not only ill-treatment (including sexual abuse and forms of ill-treatment which are not physical), but also the impairment of, or an avoidable deterioration in physical or mental health; and the impairment of physical, intellectual, emotional, social or behavioural development.

"Abuse" – a violation of individual human and civil rights by any other person(s). This definition of abuse includes singular and repeated acts or mistakes. Abuse may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction, to which he or she had not consented, never could consent to or whose consent was deemed invalid due to a real lack of understanding as to the issue they were consenting to. In many cases, it is a criminal offence.

Types of Abuse

Physical abuse: - Bodily assaults resulting in injuries e.g. hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. Bodily impairment e.g. malnutrition, dehydration, failure to thrive. Medical/healthcare maltreatment.

Sexual abuse: - Rape, incest, acts of indecency, sexual assault, sexual harassment or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting. Sexual abuse might also include exposure to

pornographic materials, being made to witness sexual acts and encompasses sexual harassment and non-contact abuse.

Psychological/emotional abuse: - includes threats of harm, controlling, intimidation, coercion, harassment, verbal abuse, enforced isolation or withdrawal from services or supportive networks. Humiliation. Bullying, shouting, and swearing.

Financial or material: - Including theft, fraud. Exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Discriminatory: - Including racist, sexist, or based on a person's disability, and other forms of harassment, slurs or similar treatment.

Neglect or acts of omission: - Failing to act appropriately whether intentionally or negligently. This may include ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational and leisure services, the withholding of the necessities of life such as; medication, adequate and appropriate nutrition, information, clothing, comfort, relationships, safety and environment. Signs of Neglect may include:

- ★ An individual showing obvious signs, such as low weight and appearing hungry.
- ★ Soreness, chafing to areas of skin owing to poor personal hygiene.
- ★ Deterioration of condition of the skin around pressure areas.
- ★ Changes in behaviour/interaction with staff and other service users.
- ★ Loss of interest in activities

Abuse may be carried out deliberately or unknowingly. Abuse may take the form of a single act or repeated acts. Adults may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however, the decision about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.

If you have concerns about an individual's vulnerability at any point in time, please contact the Clerk or Chairman of the Town Council.

Policy Statement

Winchcombe Town Council will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them

- adopting child, young person and vulnerable adult protection and safeguarding best practice through policies and procedures
- developing and implementing an effective safety policy and related procedures
- providing effective management for staff and volunteers through supervision and support so that all staff and volunteers know about and follow our policies and procedures confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- helping to make sure that children, young people, vulnerable adults and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, vulnerable adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding and trusting culture where staff and volunteers, children, young people, vulnerable adults and their families, treat each other with respect and are comfortable about sharing concerns.
- Town Council activities with children involved will be run with the parents or carers of the children present.
- All Town Council volunteers and Management Committee members and those who participate in activities run by the organisation are inducted into this policy and procedure and have an understanding of what forms abuse can take and how to report any concerns.
- The Town Council will ensure all who are arranging events on their behalf are made aware of this policy.
- Impose sanctions as necessary and appropriate
- Discuss with families and to report on progress
- Keep a written record of the action taken

Anti-bullying Policy

Winchcombe Town Council does not accept or condone bullying in any way and will address all forms of bullying and harassment. Whatever their role, everyone has a responsibility to work to stop bullying. To this end we advise that to help the victim and prevent bullying an individual should:

- Take all signs of bullying seriously
- Encourage all young people to speak and share their concerns, help the victim to speak out
- Create an open environment
- Investigate all allegations and take appropriate action to ensure the victim is safe
- Reassure the victim that you can be trusted and will help them, although not promising to not tell of what has been said
- Keep a record of what was said
- Report concerns to the Clerk or Chairman or any other Councillor
- We also recognise and advise that in the event of any occurrence of bullying or harassment that action will be taken to inform the bully's parents/carer and try to get the bully to understand their behaviour

Advice and information

Gloucestershire County Council (Adult Help Desk / Advice Helpline) can be accessed for advice and information Tel: **01452 426868** or email socialcare.enq@gloucestershire.gov.uk

Reporting Concerns

If a crime may have been or is being committed contact the Police on 101 or 999

Volunteers and Management Committee members should report any concern that they have about a child, young person or vulnerable adult to the Chair of the Management Committee unless the concern is about the Chair where it should be reported to the Vice-Chair who will contact the Gloucestershire County Council Teams below.

Members of the public may also report concerns to the Clerk or Chairman of Winchcombe Town Council or the following agencies:

Children and Young people

Winchcombe Town Council (Office hours between 9am and 12pm Monday to Friday)	Tel: 01242 604087 Email: info@winchcombetowncouncil.co.uk
Gloucestershire County Council Children and Families Services (Office hours between 9am and 5pm Monday to Friday)	Tel: 01452 426565 Email: childrenshelpdesk@gloucestershire.gov.uk
Children & Families Services Emergency Duty Team (Only outside office hours)	Tel: 01452 614194
Gloucestershire Local Authority Designated Officer (LADO)	Tel: 01452 426320

Vulnerable Adults

Where possible, an agreement should be obtained from the adult before sharing personal information with third parties

Winchcombe Town Council (Office hours between 9am and 12pm Monday to Friday)	Tel: 01242 604087 Email: info@winchcombetowncouncil.co.uk
Gloucestershire County Council (Adult Help Desk / Advice Helpline) can be accessed for advice and information (Office hours: Monday to Friday 8am to 5pm excluding Bank holidays)	Tel: 01452 426868 Email: socialcare.eng@gloucestershire.gov.uk
Social Care emergencies out of hours emergencies	Tel: 01452 614194 Email: edt@gloucestershire.gov.uk

Record Keeping

If a concern is raised this should be documented and sent through to the Chairman of Winchcombe Town Council. This confidential information will be kept for as long

as deemed necessary, in line with Data Protection principles. Records kept about vulnerable adults should be clear, accurate and contemporaneous and include:

- Contacts made
- Referrals made, including date, time, reason and referral agency

Managing allegations against staff or volunteers

All those making a complaint or allegation or expressing concern, whether they be staff, service users, carers or members of the general public should be reassured that:

- They will be taken seriously and any allegation investigated fully
- Their comments will be treated confidentially, but their concerns may be shared if they or others are at significant risk
- They will be given immediate protection from the risk of reprisals or intimidation
- If Staff are involved they will be given support and afforded protection if necessary in line with appropriate legislation e.g. Public Interest Disclosure Act 1998.

The Town Council will support staff or volunteers during this process. Allegations must be thoroughly investigated through the Safeguarding process so that allegations can be either proved or disproved.

Any allegation related to the staff and/or volunteers working with Children and Young People must be reported to the Gloucestershire Local Authority Designated Officer (LADO) on **01452 426320**.

It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words, if someone does not have their needs cared for this can be just as damaging whether it is done deliberately or because a carer can no longer manage. Obviously, the way of then supporting the situation would be likely to be different.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

The Legal framework, further information and References

- The Children Act 2008.
- The Children and Social Work Act 2017.

- The Safeguarding Vulnerable Groups Act 2006.
- Working Together to Safeguard Children 2018.
- Keeping Children Safe in Education 2019.
- The Care Act 2014.
- NSPCC: The Child Protection System in the UK
<https://learning.nspcc.org.uk/child-protection-system>
- UK Government Office of the Public Guardian
<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults>
- Sport England Safeguarding website
<https://www.sportengland.org/how-we-can-help/safeguarding>
- Gloucestershire Playing Fields Association (Telephone conversation/advice)
- Ann Craft Trust