



Date agreed	Committee	Minute number	Renewal date
14 <sup>th</sup> November 2022	Resources	420/22.6	November 2024
8 <sup>th</sup> December 2025	Resources	433/25	December 2028
27 <sup>th</sup> April 2026	Resources	667.2/25	April 2029

**BUCKINGHAM TOWN COUNCIL  
SAFEGUARDING AND PROTECTING CHILDREN, YOUNG PEOPLE,  
AND VULNERABLE ADULTS POLICY**

Children, young people, and vulnerable adults have the right to have fun and be safe in the service provided for them and the activities they choose to participate in.

All children, young people, and vulnerable adults without exception have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity. They have the right to be treated with dignity and respect regardless of gender, ethnicity, disability, sexuality, or religious belief.

**The Council has Designated Safeguarding Officers (DSO). All suspicions, concerns and disclosures must be reported to them immediately. See section 5 for responsibilities.**

**The Designated Safeguarding Officers are:**

**Claire Molyneux**  
**Zo Taylor**  
**Steve Beech**

**Town Clerk**  
**Deputy Town Clerk**  
**Compliance and Projects Manager**

## **1. POLICY STATEMENT**

Buckingham Town Council is committed to ensuring that all children, young people, and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Council. Buckingham Town Council will also safeguard the welfare of children, young people, and vulnerable adults who use the Council's services or who attend activities within its venues and events organised by the council, by protecting them from abuse.

This policy has been drawn up based on law and guidance that seeks to protect children, young people, and vulnerable adults namely:

- Children Act 1989 and 2004
- Sexual Offences Act 2003
- UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018
- Working Together to Safeguard Children 2018 (WTtSC18) and 2023 (WTfSC23)
- What to do if you are worried a child is being abused?
- Statutory Framework for the Early Years Foundation Stage (July 2025 effective September 2025): *Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13].*
- The Prevent Duty Guidance for England and Wales 2023
- United Nations Convention of the Right of the Child 1991



- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

Although overall responsibility for Children's Services and Social Services in Buckinghamshire lies with Buckinghamshire Council (BC), Buckingham Town Council has a duty to protect and promote the welfare of children, young people, and vulnerable adults both as provider of services and as a partner within local safeguarding arrangements.

This policy applies to all situations within the Council's operation, which could potentially involve children, young people, or vulnerable adults. It acts as a guidance for elected and co-opted members, staff, volunteers, casual workers, agency staff, and contract personnel to make informed responses to issues and concerns as and when they arise.

Buckingham Town Council will seek to ensure:

- Clear and prompt communication, internally and with other agencies; in accordance with information sharing protocols.
- We work in partnership with other agencies, including multi-agencies strategic partnerships such as the Buckinghamshire Children & Young People Partnership (BCYPP).
- Adherence to locally agreed policies and procedures for responding to child protection issues. Buckinghamshire Council has detailed multi-agency guidance in relation to child protection which can be accessed at: [Report a concern about a child | Buckinghamshire Council](#) and <https://www.buckssafeguarding.org.uk/childrenpartnership/>

## 2. DEFINITIONS

- The term children or young people is used to refer to anyone under the age of 18 years.
- Vulnerable children are any child or young person who is particularly at risk of harm to their wellbeing due to their circumstances. A person with special educational needs or disabilities (SEND) under the age of 25 is also identified as a vulnerable child or young person.
- The term parent is used as a generic term to represent anyone with legal parental responsibility.
- The term vulnerable adult is anyone aged 18 or older who, due to illness, disability, age, or mental impairment, is unable to protect themselves from harm, abuse, or exploitation. They are sometimes referred to as "adults at risk."
- The terms elected and co-opted members, staff and volunteers are used to refer to employees, town councillors, volunteers and anyone working on behalf of and/or representing Buckingham Town Council. This includes temporary workers, agency workers and contractors.
- All children, young people, and vulnerable adults irrespective of their age, class, religion, culture, disability, gender, ethnicity, or sexual orientation have the right to protection.

## 3. POLICY PRINCIPLES

Buckingham Town Council is a statutory organisation and committed to providing a safe environment for all. This policy is based on the following principles:

- The welfare of children, young people and vulnerable adults is of paramount importance.
- All children, young people, and vulnerable adults irrespective of their age, culture, disability, gender, language, ethnicity, socio-economic status, religious belief, and sexuality have the right to protection from abuse.



- It is everyone's responsibility to report any concerns about abuse.
- All incidents of poor practice and allegations or concerns should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with GDPR and the Data Protection Act 2018 and Human Rights legislation but must not be a barrier to effective information sharing between professionals.

## 4. PROCEDURES AND SYSTEMS

### 4.1 Definitions of abuse:

The WtSC18 defines abuse as a form of maltreatment of a child. Somebody may abuse or neglect a child, young person, or vulnerable adults by inflicting harm, or by failing to act to prevent harm. Children, young people, and vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or a child or children.<sup>1</sup>

**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 caregivers).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.<sup>2</sup>

**Physical abuse** – a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child, young person, or vulnerable adult. Physical harm may also be accused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.<sup>1</sup>

**Sexual abuse** – involves forcing or enticing a child, young person, or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child, young person, or vulnerable adult 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, or touching outside of clothing. They may also include non-contact activities, such as involving children, young people, or vulnerable adults in looking at, or in the production of, sexual images, watching sexual activities, encouraging children, young people, or vulnerable adults to behave in sexually inappropriate ways, or grooming a child, young person, or vulnerable adult 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.<sup>3</sup>

**Emotional abuse** – The persistent emotional maltreatment of a child, young person, or vulnerable adult such as to cause severe and persistent adverse effects on that person's emotional development. It may involve conveying to a child, young person, or vulnerable adult 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, young person, or vulnerable adult opportunities to express their views, deliberately silencing them or 'making fun' of what they say or who they communicate with. It may feature age or developmentally inappropriate expectations being imposed on children, young people, or vulnerable adults. These may include interactions that are beyond their developmental capability, as well as over-protection and limitation of exploration and learning, or preventing them from 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 them frequently to feel frightened or in danger, or their exploitation or corruption. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.<sup>3</sup>



**Child sexual exploitation** - is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and /or (b) for the financial advantage of increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.<sup>4</sup>

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<sup>1</sup> Working Together to Safeguard Children 2018; Glossary page 108

<sup>2</sup> Working Together to Safeguard Children 2018, Glossary page 110

<sup>3</sup> Working Together to Safeguard Children 2018, Glossary page 109

<sup>4</sup> Working Together to Safeguard Children 2018, Glossary page 109

**Domestic violence** - Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence, or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

**Female genital mutilation (FGM)** - FGM is a collective term for a range of procedures which involve partial or total removal of the external female genitalia for non-medical reasons. It is sometimes referred to as female circumcision, or female genital cutting. The practice, medically unnecessary, is extremely painful and has serious health consequences, both at the time when the mutilation is carried out, and in later life. FGM of girls is considered child abuse.

FGM is against the law in the UK and an FGM duty came into force on 31 October 2015 which gives relevant professionals and the police information on the mandatory reporting duty.

**Peer on peer abuse** - occurs when a young person is exploited, bullied and/or harmed by their peers who are the same or similar age; everyone directly involved in peer-on-peer abuse is under the age of 18. 'Peer-on-peer' abuse can relate to various forms of abuse (not just sexual abuse and exploitation), and crucially it does not capture the fact that the behaviour in question is harmful to the child perpetrator as well as the victim.

**Extremism and radicalisation** – Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination, justify discrimination towards women and girls, persuade others that minorities are inferior, or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to



our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.<sup>5</sup>

Disabled children, young people, and vulnerable adults may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. They are likely to have a dependency on others for primary needs, e.g. feeding and clothing may make a person feel powerless to report abusive treatment.

## **4.2 Use of video and photography**

Staff, elected, and co-opted members, and volunteers should be vigilant at all times regarding people using cameras or videos within Buckingham Town Council services and at events or activities which involve children, young people, or vulnerable adults. All staff and services must follow the guidance set out in the Council's Photography and Filming Policy and consent forms must be obtained from parents/carers as per the specifications laid out in the policy. Professional photographers and press invited to cover Council services, events and activities must be aware of the Filming Policy.

<sup>5</sup> Working Together to Safeguard Children 2018, Glossary page 110

Other guidelines are:

- Do not allow unsupervised access to children, young people, or vulnerable adults or one-to-one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child's, young person's, or vulnerable adult's home.
- The child, young person, or vulnerable adult should be happy with having their picture taken.
- Parents/carers must be informed that photographs of their child, young person, or vulnerable adult may be taken during Council services, activities or events and parental/carer consent forms need to be signed agreeing to this. This must include information about how and where these photographs will be used.
- The names of children, young people, or vulnerable adults should not be used in photographs or video footage, unless with the express permission of their parent/carer.

## **4.3 Recruitment, training, and induction**

Determined abusers have often managed to gain access to children, young people, or vulnerable adults. We recognise therefore that the most effective point at which Buckingham Town Council can use good management to minimise the possibility of abuse is when new staff or volunteers are appointed, although it is important to ensure that vigilance is maintained thereafter.

### **4.3.1 Recruitment**

It is Buckingham Town Council's policy that all staff and volunteers, temporary personnel and helpers who have contact with children and young people will be subject to a careful and rigorous selection and vetting process with the elements listed below. We hope these will be understood by good applicants and will put off ill-intentioned people.

- Completion of an application form and checking the person's identity by their birth certificate and passport or driving licence. One of the identification documents must have a photograph.
- Taking up two references, preferably someone who has experience of their work or contact with children, young people, or vulnerable adults. References from relatives will not be accepted.
- An interview by at least two people.
- Identifying reasons for gaps in employment or inconsistencies.



- Carrying out police checks and checks with the Disclosure and Barring Service (DBS) where relevant.
- Allowing no unsupervised access to children, young people, or vulnerable adults until a Full DBS check has been completed.
- Advice is sought about recruiting someone with a criminal record.
- A supervised probationary period of up to six months for new people to the project/service and a comprehensive induction period that includes our child, young people, and vulnerable adults protection policy and procedures.

#### **4.3.2 Criminal record checks and vetting**

Enhanced checks will be carried out on all people applying to work with children, young people, or vulnerable adults, including volunteers. The Disclosure and Barring Service is able to provide checks on the following:

- Police criminal records via the Police National Computer.
- Checks against lists of people considered unsuitable to work with children, young people, or vulnerable adults maintained by the DBS.

#### **4.3.3 Induction and training**

Appropriate training will be given to enable staff, elected, and co-opted members and volunteers to recognize their responsibilities with regard to their own good practice (Appendix 3), the reporting of suspected poor practice and concerns or allegations of abuse. Training informs members of staff of expected conduct and situations to avoid in order to protect themselves from allegations.

This will include the following:

- All staff whose role brings them into contact with children, young people, or vulnerable adults will receive follow-up training and best practices.
- Permanent staff working in contact with children, young people, or vulnerable adults undertake online Safeguarding Training.
- Staff who regularly come into contact with children, young people, or vulnerable adults will refresh their appropriate safeguarding training every three years.
- The designated safeguarding person (defined in section 5) and all those with advisory or policy writing responsibilities for child protection/safeguarding will receive/refresh appropriate training every two years.

### **4.4 Responding to concerns and allegations: general procedures**

#### **4.4.1 Responding to a child, young person, or vulnerable adult who reports that either they or another child/young person/vulnerable adult is/are being abused and responding to allegations against an employee/volunteer/Member or another person**

If a person discloses abuse by someone else:

- a) Allow the person to speak without interruption, accepting what is said, but DO NOT investigate.
- b) Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that they did the right thing by talking to you.
- c) Advise that you will try to offer support, but that you MUST pass the information on.
- d) Record the facts as you know them.
- e) Refer the allegations immediately and directly to the appropriate person. If an employee or volunteer is implicated, refer to their Line Manager. If a senior officer or elected or co-opted member is implicated, refer directly to the Town Clerk and if the



Town Clerk is implicated, refer to the Mayor. An allegation must be referred, no matter how insignificant they seem to be, or when they occur.

- f) Try to ensure that no one is placed in a position which could cause further compromise.

***Action to be taken by the person receiving the referral as soon as possible, in any event within 24 hours:***

- a) Write down notes, dates, times, facts, observations, verbatim speech, if possible, as soon as possible after the incident or disclosure has occurred.
- b) Ensure correct details are available: child/young person's name and address, and the name and address of their parent or carer.
- c) Immediately contact the First Response Team at Buckinghamshire Council (BC), which is the single point of contact for BC's Social Care. All relevant contact details are outlined in Appendix 1. When referring a child, young person, or vulnerable adult to First Response you must make the parents/carers aware and gain consent for Threshold Document level 3 referrals. You do not require consent if the child, young person, or vulnerable adult is likely to suffer or is suffering significant harm.
- d) Inform the appropriate person, i.e., Line Manager, Town Clerk and/or Mayor as outlined in 4.4.1e).
- e) Prepare a confidential file. Record all notes, conversations, and advice from First Response/Police. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- f) Information should be stored in a secure place with limited access to designated people, in line with GDPR legislation.
- g) Follow advice from First Response. Take no other action unless advised to do so by First Response.
- h) Any referral should be confirmed in writing within 24 hours using the Buckinghamshire Multi Agency Referral Form (MARF).
- i) If appropriate, make a referral to the Disclosure and Barring Service, if members of staff are implicated.

If in doubt about the advice you have received at any stage refer to Social Care for guidance. See Appendix 1 for contact details.

**4.4.2 Responding to concerns about a child's, young person's, or vulnerable adult's welfare where there has been no specific disclosure or allegations**

All employees, volunteers and Members are encouraged to share concerns with the Town Clerk, Deputy Town Clerk, or Compliance and Projects Manager. The Town Clerk/ Deputy Town Clerk/ Compliance and Projects Manager will, if appropriate, make a referral to First Response.

Recognising abuse is not always easy. The list below provides some indicators of abuse; the list is not exhaustive and contains only indicators, not confirmation, of abuse:

- a) Having unexplained or suspicious injuries, e.g., bites or bruising.
- b) Having an injury for which the explanation seems inconsistent, or which has not been treated adequately.
- c) Change in behaviour, including becoming withdrawn, or becoming aggressive.
- d) Displaying inappropriate sexual awareness for their age.
- e) Refusal to remove clothing for normal activities, e.g., swimming
- f) Looking neglected in appearance.
- g) Losing or putting on weight for no apparent reason.
- h) Lack of trust.
- i) Inappropriate behaviour displayed by a member of staff, or any other person. For



example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

## **5. DESIGNATED SAFEGUARDING OFFICERS AND THEIR RESPONSIBILITIES**

The Council has Designated Safeguarding Officers (DSO). All suspicions, concerns and disclosures must be reported to them immediately.

The Designated Safeguarding Officers are:

Claire Molyneux	Town Clerk
Zo Taylor	Deputy Town Clerk
Steve Beech	Compliance and Projects Manager

They have the responsibility to:

- Ensure that arrangements are made to identify staff that require training in child, young people, and vulnerable adult protection issues.
- Ensure that report forms and copies of the policies and procedures are available and relevant.
- Receive information from Council Members, staff, volunteers, children, young people, and vulnerable adults who have concerns, record them, using appropriate forms and procedures.
- Represent the Council on formal investigations into allegations of abuse led by appropriate organisations.
- Offer counselling to the confidante that has received the disclosure.
- Be trained to an appropriate level as per guidance provided by Buckinghamshire Council and the Buckinghamshire Safeguarding Children Partnership (BSCP).
- Ensure that all staff that have contact with children, young people, and vulnerable adults on a one-to-one basis are trained in basic protection awareness to an appropriate level if it is relevant to their post. Refresher training will be undertaken three-yearly as required.
- Ensure that staff with the responsibility of writing, maintaining and updating protection/safeguarding policies receive DSO training via BC Early Years and Childcare, following basic awareness training which will be updated every two years.
- Ensure that the Council refers to BC Early Years and Childcare regarding training needs on a yearly basis.
- Ensure that all allegations made against Council employees, Council Members or volunteers are discussed with the Local Authority Designated Officer (LADO). See Appendix 1 for contact details.

## **6. CONFIDENTIALITY**

If concerns around the protection of a child, young person, or vulnerable adult are raised, confidentiality must not be guaranteed. If an allegation is made that indicates that a vulnerable person is being harmed or at risk of harm, then the person making the allegations should understand that the information will be shared with the appropriate agencies on a need-to-know basis.

## **7. INFORMATION SHARING**

Whilst every effort is made to ensure that confidentiality is maintained at all times for all concerned in the safeguarding of children, young people, and vulnerable adults, information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Designated Safeguarding Officers who will be the sole contact after the disclosure.
- The LADO detailed above.
- First Response (social care)/police or other appropriate body.



- Parent/carer.
- The person making the allegation.

Where there is a possibility that a criminal act may have been committed, care should be taken to ensure that no action is taken that may jeopardise a subsequent criminal investigation. This includes contacting the alleged perpetrator. Advice should be sought from the Police and/or Social Care organisations (First Response)/LADO, without delay. See Appendix 1 for contact details.

The Council's Designated Safeguarding Officers will ensure that procedures are followed appropriately in consultation with Social Care organisations.

The Designated Officers will follow the policy to ensure:

- The appropriate agencies are informed; this includes the Disclosure and Barring Service if necessary.
- Information is recorded and stored appropriately according to the Council's agreed GDPR Data Protection Policy.
- The confidante is supported adequately and sympathetically.

It is extremely important that allegations or concerns are not discussed inappropriately as any breach of confidentiality could be damaging to a child, young person, vulnerable adult, or their family and any protection investigations that may follow.

Where a staff member is the individual that is approached with an allegation, issues of confidentiality should be discussed early on and they will be informed that they will, at the very least, need to disclose the conversation to the Designated Safeguarding Officers and, depending upon the severity of the information, this may be disclosed to Social Care organisations or the police.

Information and guidance on sharing information appropriately can be obtained via the gov.uk website:

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

The Council follows the "Seven Golden Rules to Information Sharing" as outlined in the government's *Information Sharing – Advice for practitioners providing safeguarding services to children, young people, parents and carers*. See Appendix 4.

## **8. POLICY MONITORING AND REVISION**

All incidents, allegations of abuse and complaints will be recorded and monitored.

This policy will be reviewed every three years and will also be revised in the light of changing needs, changes in legislation and guidance, or in the light of experience.

### **Related Policies**

- Photography and Filming Policy



## **Appendix 1**

### **Relevant contact details**

#### **To report concerns regarding a child's, young person's, or vulnerable adult's safety, wellbeing and radicalisation**

##### **Buckinghamshire Council - First Response Team**

Call: 01296 383962

Out of hours: 0800 999 7677

##### **NSPCC Child Protection Helpline**

Call: 0808 800 5000 (free service, lines open 24 hours a day)

Email: [help@NSPCC.org.uk](mailto:help@NSPCC.org.uk)

For further information or to report your concerns online visit:

[www.nspcc.org.uk/what-you-can-do/report-abuse/](http://www.nspcc.org.uk/what-you-can-do/report-abuse/)

##### **Thames Valley Police**

Non-emergency telephone: 101

Emergency call: 999

##### **Department for Education**

Dedicated telephone helpline (020 7340 7264) to enable staff and councillors to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

**Ofsted** 0300 123 1231

#### **To report allegations against a member of staff who works with children, young people, or vulnerable adults**

##### **Local Authority Designated Officer (LADO)**

If you have a concern about a member of staff working with children, young people, or vulnerable adults (in either a paid or voluntary capacity)

Call: 01296 382070

Email: [secure-LADO@buckinghamshire.gov.uk](mailto:secure-LADO@buckinghamshire.gov.uk)



**Appendix 2**

**Buckingham Town Council**

**Child, young person, or vulnerable adult  
safeguarding incident reporting form**

<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>
<b>Your name:</b>		
<b>Your position:</b>		
<b>Name of child, young person, or vulnerable adult:</b>		
<b>Gender:</b>	<b>Age:</b>	
<b>Any identified disability or special factors:</b>		
<b>Their address:</b>		
<b>Other people living at the address (if known):</b>		
<b>Tel No:</b>		
<b>Next of kin:</b>		
<b>Address (if different from above):</b>		
<b>Are you reporting your own concerns or passing on those of someone else? Please give details</b>		
<b>Brief description of what has prompted the concerns: include dates, times, etc. on specific incidents: (Use a separate sheet and attach to this form if more space required)</b>		
<b>Please describe any physical or behavioural indicators, which have been observed</b>		



<b>Have you or anyone else spoken with the parent/family/carers(s)? If so, what was said?</b>	
<b>Have you spoken or anyone else spoken with the person about their concerns and if so, what was discussed:</b>	
<b>Has anybody been alleged to be the abuser? If so, please give details:</b>	
<b>External agencies contacted (date and time)</b>	
<b>Police</b>  <b>Yes / No</b>	<b>Name and contact number:</b>  <b>Details of advice received:</b>
<b>Social Services (First Response)</b>  <b>Yes / No</b>	<b>Name and contact number:</b>  <b>Details of advice received:</b>
<b>Other (e.g. NSPCC)</b>  <b>Yes / No</b>	<b>If yes which:</b>  <b>Name and contact number:</b>  <b>Details of advice received:</b>
<b>Date:</b>	<b>Signature:</b>

**REMEMBER: do not discuss this incident with friends or colleagues. Arrange to see your Designated Safeguarding Officer (Town Clerk/Deputy Town Clerk/Compliance and Projects Manager urgently, they will initiate appropriate action.**



## **Appendix 3**

### **Codes of good practice and behaviour**

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children, young people, and vulnerable adults in your care if you always engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue. There seems a lot to remember but do not worry, you will probably find that you already do most of these things naturally.

- Always put the welfare of the child, young person, or vulnerable adult before any other agenda, i.e., winning, finishing a project, etc.
- Provide a good role model of behaviour.
- Treat all children, young people, and vulnerable adults equally with respect and dignity using positive, constructive encouragement.
- Stay vigilant for the safety of all children, young people and vulnerable adults around you, not just the ones in your immediate care.
- If you have to physically touch a child, young person, or vulnerable adult e.g., if they have fallen, then do so with consideration, never touch intimate areas and always tell them what you are going to do.
- Always wear appropriate clothing when working with children, young people, or vulnerable adults e.g., dress according to the duties to be undertaken in a manner befitting the responsible care of children, young people, and vulnerable adults. If you have a uniform this must be worn as part of your contracted condition of employment. Name badges must be worn where provided and/or identification that you are representing the Council must be worn at all times.
- Use appropriate language and explanations (it is not always what is said but how it is said that can be of concern and of great importance).
- Enhanced DBS checks must be undertaken for all employees who will be working with children, young people, or vulnerable adults.
- At all stages when working with children, young people, or vulnerable adults, minimise the opportunities for abuse to take place.

#### **Practice that is not acceptable:**

- Allowing inappropriate language of all parties to go unchallenged.
- Being alone with a child, young person, or vulnerable adult. If they are upset or need first aid, then take them to one side but do not enclose yourself in a room.
- Making sexually suggestive comments to or around a child, young person, or vulnerable adult.
- Engaging in rough physical or sexually provocative play with a child, young person, or vulnerable adult.
- Allowing or engaging in inappropriate touching.
- Inviting or allowing a child, young person, or vulnerable adult to stay in your home.
- Taking a child, young person, or vulnerable adult to your home, for however short a time.
- Performing personal care for someone which they can do themselves or that you are not trained to do.
- Forming inappropriate relationships with children, young people, or vulnerable adults in your care, N.B. remember this legally means a child up to 18 years of age.
- Allowing allegations made by a child, young person, or vulnerable adult to go unchallenged, unrecorded, or un-acted-upon.
- Giving home or work mobile number or work email addresses to a child, young person, or vulnerable adult (unless there is a good reason to do so) or obtaining a child's, young person's, or vulnerable adult's mobile phone numbers or e-mail addresses.



## **First aid and treatment of injuries**

If a child, young person, or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injuries that occur, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Only those with a current, recognised paediatric First Aid qualification should respond to any injuries.
- Where possible, any course of action should be discussed with the child, young person, or vulnerable adult in a language that they understand, and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- A Notification of Accident Form must be completed and signed and passed to the Town Clerk, Deputy Town Clerk or Compliance and Projects Manager

## **For transporting children, young people, or vulnerable adults**

If it is necessary to provide transport for children, young people, or vulnerable adults, the following good practice must be followed:

- You should only transport them where there are two members of staff/adults present in the selected mode of transport, where possible.
- Ensure where possible, a male and female accompany mixed groups of children.
- In addition to this, where practical request written parental/carer consent.
- Always plan and prepare a detailed programme of the journey and method of transport, give details of the route, anticipated length of the journey and ensure copies with contact details are available for other employees and parents/carers.
- Ensure all vehicles are correctly insured and serviced.
- All reasonable safety measures are taken, e.g., children in back seat, seatbelts are working, use of child safety seat if applicable.

## **Use of contractors**

The Council and its employees, elected, and co-opted members, and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into contact with children, young people, or vulnerable adults should have their own equivalent safeguarding policy, or failing this, comply with the terms of this policy.

Where there is potential for contact with children, young people, or vulnerable adults it is the responsibility of the manager who is using the services of the contractor to check that the correct DBS check has been satisfactorily completed.



## **Appendix 4**

### **Seven Golden Rules to Information Sharing**

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights laws are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible share with informed consent, and where possible respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. Where you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information-sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it, whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.