



# SAFEGUARDING POLICY

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Meeting: Finance and General Purpose Committee

Next review date: June 2029 (*3 yearly review*)

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## **INTRODUCTION**

Everyone has a duty to safeguard children, young persons and vulnerable adults. The Town Council is committed to ensuring that children, young persons and vulnerable adults are protected and kept safe from harm whilst they are engaging in any activities associated with the Town Council. This policy ensures that relevant legislation is followed and also promotes good practice in safeguarding those using Town Council facilities.

## **DEFINITIONS**

*Children or Young Persons* – anyone under the age of 18 years.

*Vulnerable Adults* – anyone over the age of 18 years and who is (a) unable to care for themselves, or (b) unable to protect themselves from significant harm or exploitation, or (c) may be in need of community care services.

*Abuse* – there should be concern with regard to any action or inaction which significantly harms the physical and/or emotional development of a child, young person or vulnerable adult.

## **WHO THE POLICY APPLIES TO**

- Anyone working for or on behalf of the Town Council whether in a paid, voluntary or commissioned capacity, including but not limited to employees, councillors, volunteers or contractors.
- Any individual, group or organisation using Town Council facilities for the purpose of delivering any services to children, young persons or vulnerable adults where the Town Council can reasonably be expected to be aware that the delivery is taking place.

## **POLICY AIMS, OBJECTIVES AND SCOPE**

- To guide members of Town Council should any safeguarding issue arise in the course of its activities.
- To set out the roles and responsibilities of the Town Council in helping to prevent any safeguarding issues arising in the course of its activities.
- To promote the general welfare, health and development of children, young people and vulnerable adults by encouraging an awareness of safeguarding issues and to be able to respond to concerns or incidents where appropriate as a local government organisation.
- As the Town Council does not usually provide direct care or supervision services to children, young persons or vulnerable adults, it would expect that any of those persons using Town Council facilities do so with the consent and appropriate supervision of a parent, carer or other responsible adult.
- To contribute to systems for ensuring that all facilities and activities offered by the Town Council are designed and maintained to limit the risk of safeguarding issues arising.

## **ROLES AND RESPONSIBILITIES**

All individuals involved in the operation, maintenance or development of Town Council activities or facilities have a duty to safeguard children, young persons and vulnerable adults.

The Town Council has designated the Deputy Clerk to act as the Safeguarding Lead for Town Council activities and facilities. The responsibilities of the Safeguarding Lead include, but are not limited to, the following:

- Ensuring that a DBS check is obtained at the appropriate level and where relevant, for employees who may work regularly in close proximity to children, young persons and vulnerable adults, and for volunteers and councillors for specific activities where appropriate, and that these checks are renewed at appropriate intervals.
- Ensuring that individuals working for or on behalf of the Town Council are aware of the risks they may face with regard to safeguarding issues in certain circumstances whilst carrying out their duties and ensuring that appropriate uniform and/or visible identification is worn/carried.
- To be trained to an appropriate level in safeguarding issues (including Prevent training) and to arrange refresher training as necessary.
- To hold and maintain a system for recording safeguarding issues identified by themselves in their capacity as Safeguarding Lead, or reported to them by anyone working for or on behalf of the Town Council, or reported to them by a member of the public.
- Immediately informing the Clerk and the Chair of Council of any safeguarding issues that they become aware of and informing South Gloucestershire Council emergency safeguarding services regarding any actual safeguarding concerns.
- Ensuring that all relevant parties are aware of the Safeguarding Policy, the identity and contact details of the Safeguarding Lead and the process for reporting concerns to them. Ensuring that the contact details for the Safeguarding Lead are appropriately advertised e.g. on the public tennis courts, Town Hall Health and Safety noticeboard, Pavilion Health and Safety Noticeboard, website, etc.
- Ensuring that a copy of their own Safeguarding Policy is obtained from any organisations using Town Council facilities for activities involving children, young persons and vulnerable adults (where it is reasonable to expect that the Town Council and/or the Safeguarding Lead is aware that the activity will be taking place). This should include large-scale events and also small-scale activities taking place on Town Council land.
- Ensuring that a copy of their own Safeguarding Policy is obtained from any contractors carrying out works which will involve working in close proximity, and on a regular and/or long term basis, to children, young persons and vulnerable adults on Town Council land or property.

## **ELECTRONIC COMMUNICATION AND ONLINE ENGAGEMENT**

In addition to the above, the Town Council recognizes that electronic communication and online engagement may present safeguarding risks for children, young people and vulnerable adults. The Council will take reasonable steps to protect individuals from abuse, exploitation, harassment, grooming, inappropriate contact or the misuse of personal information when engaging with the Council online, including but not limited to the following:

- Use only approved Council communication channels and platforms for Council business, avoiding personal accounts where possible.
- Ensure all electronic communications are appropriate, professional, transparent and, where necessary, capable of being monitored or recorded.
- Comply with all relevant safeguarding and data protection legislation, including maintaining appropriate security measures to protect personal information.
- Ensure staff report any safeguarding concerns arising from online or electronic communications, immediately to the Safeguarding lead.

## **SAFEGUARDING LEAD CONTACT DETAILS**

Deputy Clerk – Wendy Sydenham

Email – [w.sydenham@thornburytowncouncil.gov.uk](mailto:w.sydenham@thornburytowncouncil.gov.uk)

Telephone – 01454 412103

(Outside of normal working hours, or in the event of the Safeguarding Lead not being available, urgent safeguarding concerns should be reported to South Gloucestershire Council’s Safeguarding Team.)

## **POLICY IMPACT ASSESSMENT**

<b>IMPACT ASSESSMENT</b>	
<b>Strategic</b>	No impact
<b>Equalities</b>	No impact
<b>Environmental/Sustainability</b>	No impact
<b>Crime and Disorder</b>	No impact
<b>Financial</b>	No impact
<b>Resource</b>	No impact
<b>Risk Management</b>	No impact

- END OF POLICY-