



Malmesbury Town Council

Safeguarding Policy

1. Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief, or sexual orientation or identity. Malmesbury Town Council (MTC) takes very seriously its responsibility to protect the children, young people and vulnerable adults who use Malmesbury Town Council's premises, parks, open spaces and services, and sets the principles we expect from our staff, Councillors and volunteers.

2. Definitions:

- **A child or young person** is anyone under the age of 18 years. 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, does not change his/her status or entitlements to services or protection.
- **A vulnerable adult** is someone who by reason of mental or other disability, age, or illness is unable to take care of themselves or unable to protect themselves against harm or exploitation. An adult for the purpose of this policy is anyone over 18 years of age.
- **Safeguarding and promoting the welfare of children and vulnerable adults as defined for the purposes of this policy:**
 - protecting children and vulnerable adults from maltreatment, or harm
 - preventing impairment of children's and vulnerable adult's health or development
 - ensuring that children and vulnerable adults are participating in experiences, using services, or facilities consistent with the provision of safe and effective care and provision
 - taking action to enable all children and vulnerable adults to have the best life chances, or user experience.
- **Abuse:** A form of maltreatment of a child or vulnerable adult. Abuse or neglect can occur by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family, in an institution, or a 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 another child or children.

- **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 or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or dependent adult.
- **Emotional abuse:** The persistent emotional maltreatment of a child or vulnerable adult so as to cause severe and persistent adverse effects on emotional development or wellbeing. It may involve conveying to the child 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 victim 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 or vulnerable adults. These may include interactions that are beyond the person's developmental capability, as well as hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children or vulnerable adults to frequently feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.
- **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/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 and touching outside of clothing. They may also include non-contact activities, such as involving children or vulnerable adults in looking at, or in the production of, sexual images, watching sexual activities, encouraging children or vulnerable adults to behave in sexually inappropriate ways, or grooming them 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.
- **Neglect:** The persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's or vulnerable adult's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. 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);
 - ensure access to appropriate medical care or treatment.
 - It may also include neglect of, or unresponsiveness to, a child's or vulnerable adult's basic emotional needs.
- **Substantial Access:** This policy defines substantial access as;
 - Where an individual is regularly caring for, training, or supervising a child, young person or vulnerable adult.

- Where an individual has sole charge of children, young people and venerable adults.

3. To whom this policy applies

This Policy applies to anyone working for or on behalf of MTC whether paid, voluntary or commissioned, all hirers and users of our facilities, or services, or those within the remit of the duties and responsibilities of the Council.

4. Promoting a Safe Environment

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

- a. Providing safe facilities and undertaking regular health and safety assessments
- b. Ensuring that employees, Councillors, volunteers and group leaders of activities are aware of our safeguarding culture
- c. Creating and maintaining an anti-bullying environment
- d. Requiring all employees, Councillors, volunteers and group leaders of activities are aware of the safeguarding culture, and report or make appropriate interventions
- e. Provide effective management for staff and volunteers through supervision, support, training, quality assurance, and if necessary, in accordance with its disciplinary procedures.
- f. Recruit all staff and volunteers safely, ensuring all necessary checks are made
- g. Requiring hirers to follow good practice procedures in relation to Child and Vulnerable Adult Safeguarding
- h. Requiring all MTC events, involving staff, Councillors, and volunteers to follow good practice MTC procedures in relation to Child and Vulnerable Adult Safeguarding

5. Hiring of facilities to groups for use with Children, young people, or vulnerable adults

When group leaders have a regular and substantial access to children, young people and vulnerable adults, and parents/carers are not present, MTC will require the hirer to:

1. Have membership of a National Governing Body (NGB) or similarly recognised body.
2. Have public liability insurance
3. Have a suitable safeguarding child, young people and vulnerable adults' policy.
4. Ensure group leaders have valid DBS checks
5. Do Risk assessments for individual activities
6. Have a register for use in emergencies with any details of allergies or medical conditions
7. Ensure group leaders have first aid provision
8. Notify MTC of any safeguarding concerns or alerts.

MTC reserves the right to request the evidential provision of any of the above and refuse a booking if the conditions above are not met.

6. Hiring of Facilities for provision involving children and young people under the age of 18yrs.

Hirers must ensure adequate adult supervision is provided. Lone working should be avoided. We recommend the following adult to child ratios as the minimum numbers to help keep children and staff protected.

- 0 - 2 years - 1 adult to 3 children
- 2 - 3 years - 1 adult to 4 children
- 4 - 8 years - 1 adult to 6 children
- 9 - 12 years - 1 adult to 8 children
- 13 - 17 years - 1 adult to 10 children

If the outlined ratios are considered not appropriate for the purposes of the hirers activities where the activity has a governing body, then adult to child ratios should be adopted as stated by the governing body of the specific related activity.

Also, where hirers activities encompass mixed age ranges, and people with additional or special needs, then hirers should consider their staff ratios and amend them appropriate to the combined need.

7. Vulnerable Adults

Hirers must ensure adequate support is provided where vulnerable adults struggle with mobility and are dependent on mobility equipment or are living with dementia and may become confused or lost. Lone working should be avoided.

Where the activity has a governing body, then support ratios should be adopted as stated by the governing body of the specific related activity.

8. Bar hire, and alcohol Supply

The bar, or any other part of the Town Hall, may only be hired and operated within the stipulations of the Public Licence (Governed by the Licensing Act 2003) and Premises Licence. Where a hirer makes use of the bar, and alcohol is provided (whether sold or provided free), and where people under the age of 18 are present; the Council requires both the hirers, and licence holder to ensure that alcohol is not supplied to those under 18yrs; either by way of direct supply from the bar, as part of the event/ hirer's proceedings, or by proxy (by way of other users or guests). It is the hirers responsibility to safeguard against the supply of alcohol to those under 18years.

In the event of the evidential supply of alcohol to those under 18years by a hirer or licence holder the MTC staff will intervene to prevent this practice, if necessary, calling a halt to the booking at no loss to the MTC.

MTC events that involve alcohol, will ensure in their event management plan, that the sale of alcohol to those under 18 years is safeguarded against.

9. Training

Malmesbury Town Council recognise this policy is likely to give rise for training for staff, volunteers, and Councillors. MTC is committed to the provision needs led training to support the effective implementation of this policy.

10. Making a complaint / raising an alert

MTC Safeguarding Officer will be the current Town Clerk

Whistle blowers are given protection under the Public Interest Disclosure Act 1998.

In the event of an incident or allegation under this Policy Malmesbury Town Council shall keep a dedicated log of all written and oral statements, along with a record of relevant telephone conversations. In the case of a child, young person or vulnerable adult on work experience or training this information will be immediately passed on to the learner's educational institution or primary carer as appropriate.

Malmesbury Town Council and staff shall treat all incidents with absolute confidentiality.

Malmesbury Town Council shall comply with the Data Protection Act 1998 for the safe and secure storage of all information relating to children's personal details, or details resulting from any incident or allegation arising within the scope of this Policy.

Children

If there is a belief a child or young person is at risk of significant harm, neglect or injury, report your concerns to the;

Multi-Agency Safeguarding Hub (MASH) on 0300 456 0108. Monday - Thursday
8.45am -

5.00pm and Friday 8.45am - 4.00pm

Out of Hours Service on 0300 456 0100 Monday to Thursday 5.00pm - midnight and Friday 4pm – midnight; Weekends / Bank Holidays 9am - midnight

Phones are diverted to the Social Work Standby Service from midnight - 9.00am (7 days a week).

<https://www.wiltshire.gov.uk/children-young-people-contact>

If there is immediate danger, phone the police or emergency services on 999

If you have significant safeguarding concerns about **someone who is working or volunteering with children and young people**, contact the Designated Officer for Allegations (DOFA) on 0300 456 0108 via dofaservice@wiltshire.gov.uk

Adults

If you have concerns about a vulnerable adult contact Adult MASH:

Telephone: 0300 456 0111 textphone:01225 712501

Email: adviceandcontact@wiltshire.gov.uk

Monday to Thursday: 08:30-17:20

Friday: 08:30 – 16:20

IF you need urgent help or advice outside of these hours, you can call 0300 456 0100

Monitoring and Review

This policy shall be monitored for effectiveness and shall be reviewed when:

- there has been an incident, whether the allegation is proved or not
- there is a change in the legislation
- or every three years, whichever is the earliest.

USEFUL LINKS <https://www.wiltshire.gov.uk/children-young-people-contact> <http://www.wiltshiresab.org.uk/>
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working Together to Safeguard Children 20170213.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf)
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<https://www.nspcc.org.uk/what-is-child-abuse/>
<https://www.gov.uk/guidance/alcohol-licensing>