



## Safeguarding Policy

**BROADSTAIRS & ST. PETER'S TOWN COUNCIL**  
**ADOPTED: 22<sup>nd</sup> April 2024**

### Policy Statement

This policy will enable Broadstairs & St Peter's Town Council to demonstrate its commitment to keeping safe both adults who may be at risk and children and young people in the community.

The policy is in place in order for councillors and officers to work to prevent abuse and know what to do should a concern arise. They will enable Broadstairs & St Peter's Town Council to:

- Promote good practice and work in a way that can prevent harm and abuse occurring.
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported.

### Definitions

#### Child

"Anyone who has not yet reached their 18th birthday". Children Act 1989.

#### Adults at Risk

An individual who "Have needs for care and support, is experiencing, or at risk of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect". Care Act 2014.

### Related Policies

This policy will need to be read in conjunction with the following Town Council policies: Equality and Diversity, Data Protection, Volunteer, Complaints Procedure and any others deemed appropriate.

### Responsibilities of the Town Council

- To accept the moral and legal responsibility to implement procedures, to provide a Duty of Care for children, young people and adults at risk of abuse, safeguard their wellbeing and protect them from abuse.
- To raise awareness of safeguarding to ensure that everyone can play their part in preventing and identifying and responding to abuse and neglect.
- To ensure that all councillors, volunteers and any paid members of staff are familiar with the policy and any associated procedures.
- To work with other agencies within the framework of both the TDC Community Safety Safeguarding team and both the Kent Safeguarding Children Board (KSCB) and Kent and Medway Safeguarding Adults Board (SAB).

- To act within its confidentiality policy and will usually gain permission from adults before sharing information about them with another agency. The safeguarding of a child or an adult who is at risk or if a crime has been committed will override any need for consent.
- To make a safeguarding referral to TDC Safeguarding Officer as appropriate i.e. if there is an immediate danger or the child/adult is at risk of harm contact Kent Police.
- To ensure that all new Councillors are provided with a copy of the safeguarding policy.
- To ensure all contractors/partners working directly with the Town Council meets the safeguarding standards as expected by the Town Council (A copy of the safeguarding policy must be given to any contractor/partner).
- To require all Councillors/volunteers and anyone paid to adopt and abide by this safeguarding policy and to understand their responsibilities therein.
- To monitor and evaluate the policy annually or in the light of any changes to Government legislation and guidance.
- To ensure there is a designated lead person for safeguarding in the Town Council.
- To ensure that the designated safeguarding lead undertakes LSCB/SAB endorsed safeguarding children and safeguarding adults training for this role and that they attend refresher training every three years.
- To ensure as far as is reasonably practicable that everyone is safe and secure in any facility or environment it provides or facilitates.
- DBS checks will be required if any Councillor, volunteer or paid member of staff is required to teach, train, instruct, care for or supervise children or provides advice, guidance to children and/or is carrying out health care, personal care, assisting with cash, bills or shopping or with affairs or transportation for any adult.
- To ensure records are kept of any referrals and any notes, records of conversations concerning that referral are kept in the folder and that it is stored in a secure place with limited access to designated people.

### **Responding to Abuse or an Allegation**

- Reassure the person concerned.
- Listen to what they are saying.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Do not promise to keep it a secret.
- Tell the child or adult at risk what you are going to do next to get help to keep him/her safe.
- Comply with the Town Council's Data Protection Policy.

### **Writing a Report of an Allegation**

- Use the adult at risk/child's words where possible.
- Record what they are saying.
- Record what you have been told/witnessed as soon as possible.

### **Types of Abuse**

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect. It is important to note that self-neglect is part of neglect. Adults may also experience financial abuse.

### **Allegations Made Against a Councillor/Volunteer/Paid Member of Staff**

This should be reported to the designated safeguarding lead. If appropriate, the designated safeguarding lead will consult with/make a referral to the LADO (Local Authority Designated Officer). The procedures for LADO referrals can be found on the TDC website.

<https://www.thanet.gov.uk/info-pages/safeguarding-policy/>

### **Duty**

By law, the Town Council has a duty to refer certain information to the DBS, this includes:

- If the Council has dismissed an individual because he or she has harmed, or may harm a vulnerable adult or child
- If an individual has resigned from employment with the Council in circumstances where there is a suspicion that he or she has harmed, or may harm a vulnerable adult or child (this will apply where an allegation has been made and the employee resigns before the Council can take appropriate action)
- If the Council has suspended an individual and has reason to think the employee has engaged in "relevant conduct" or has harmed, or may harm a vulnerable adult or child, or has received a caution or a conviction for a relevant offence.

### **Procedure**

The Town Council must remain vigilant at all times of the risk to the community of abusive behaviour from different sources including members of their family, others in the community and employees.

If any Councillor, Officer or Volunteer believe that an individual in the community have been subjected to abuse, this should be referred with the circumstances explained to the Town Clerk. If the alleged perpetrator of abuse is an employee, the circumstances will be investigated fully through the Human Resources Committee. If necessary, the Council will refer details of the circumstances to the DBS.

### **Making a Referral**

Please dial 999 if the person is in immediate danger.

### **For Concerns about a Child**

If you have a concern about a child or a young person, you will need to complete and submit a report using the Kent Safeguarding Children Multi-Agency partnership portal:

<https://www.kscmp.org.uk/guidance/worried-about-a-child>

The Kent Safeguarding Children Portal is an easy to use, secure space where you can complete and send reports directly to the right children's services team. The first time you complete a report you will be asked to create a new portal account. It is quick and easy to register for an account. To make sure the information you send to us is secure, you will need to log into this account every time you access the portal. There are user guides and instruction videos available if you need help using the portal.

**[View Kent children's portal user guidance](#)**

<https://www.youtube.com/watch?v=zganVVc5-bY>

If you need to make contact out of working hours please call the Out of Hours Service on 03000 419191.

**For Concerns about an Adult**

If you have a concern about an adult and wish to make a safeguarding referral you will need to contact the Kent and Medway Safeguarding Adults Board or Kent County Council. The link for the Kent County Council website page for the contact details is:-

<https://www.kent.gov.uk/social-care-and-health/report-abuse>

**If you or someone you know needs help at home, or a family carer needs extra support you can access information for health/care and social care support via this link to the Kent County Council website:-**

<https://www.kent.gov.uk/social-care-and-health/care-and-support>

<https://www.kent.gov.uk/social-care-and-health/health>