



## Item 30

Council - 8 December 2022

### Safeguarding Policy

#### 1. Introduction

- 1.1 Children, young people, and vulnerable people have the right to be protected from harm. Safeguarding and child protection policies and procedures are an important part of protecting children, young people and vulnerable.
- 1.2 To assist Llangyfelach Community Council in protecting people from harm, it is proposed that a Safeguarding Policy is adopted.

#### 2. Safeguarding Policy

- 2.1 A draft Safeguarding Policy is attached at **Appendix A**.
  - 2.2 Council is asked to consider the Policy and adopt it.
3. **Recommended** that the Safeguarding Policy be adopted.

**Background Papers:** None

**Appendices:**

<b>Appendix A</b>	Safeguarding Policy
-------------------	---------------------

**Huw Evans**  
**Clerk to Llangyfelach Community Council**

### Safeguarding Policy

Llangyfelach Community Council acknowledges the duty of care to safeguard and promote the welfare of children and adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. We will follow the All-Wales Safeguarding Procedures.

In our work with children / young people / adults who may be at risk due to age, illness or disability, Llangyfelach Community Council will always endeavour to provide services and activities which minimise risk and are as safe as we can make them.

We aim to protect our service users from harm or maltreatment, prevent the impairment of health or development, ensure the provision of safe and effective care, promote people's life chances, and ensure children enter adulthood successfully.

We will work in partnership with other local / national agencies to put in place appropriate procedures for reporting, making referrals, accessing training and specialist support, as and when required.

Llangyfelach Community Council acknowledges that some children and adults can be particularly vulnerable to abuse, and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy Llangyfelach Community Council will:

- 1) Promote and prioritise the safety and wellbeing of children and adults.
- 2) Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and adults.
- 3) Ensure appropriate action is taken in the event of incidents / concerns of abuse and support provided to the individual(s) who raise or disclose the concern.
- 4) Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- 5) Prevent the employment/deployment of unsuitable individuals.
- 6) Ensure robust safeguarding arrangements and procedures are in operation.

#### **Safer recruitment**

Llangyfelach Community Council will seek to recruit using appropriate procedures, safeguards, and checks. We will take up references for all posts and volunteer roles prior to appointment.

We will use Disclosure & Barring Service (DBS) checks to help us to assess suitability and where there is eligibility to do so by determining which roles are in regulated activity and therefore subject to a barring list check and those roles eligible for enhanced DBS checks only. We will assess any criminal record information that

is disclosed in line with our data protection and equalities (treating ex-offenders fairly) policies.

We will provide an induction programme for all new volunteers and staff, appropriate training to enable all personnel to undertake their roles safely and confidently, and ongoing training as benefits the personal and professional development of individuals and of our organisation.

We will regularly review our recruitment procedures in response to changes in legislation and systems external to our organisation e.g., DBS and barring list checks.

### **Volunteers**

It is important that all volunteers are treated fairly, are given clear expectations of their role within the organisation and are supported to fulfil that role.

Volunteers will be treated equally alongside any paid staff, and all volunteers will be offered the same opportunities for advancement, responsibility, training and gaining qualifications and acknowledgement for their contribution to our organisation. In turn, our volunteers will always adhere to the Code of Conduct as a representative of our organisation.

Any volunteer roles, which would be regulated activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.

### **Designated Safeguarding Person (DSP)**

Our appointed **Designated Safeguarding Person is the Chair of Council and supported by the Vice-Chair of Council** as deputy, who will be available to all staff, volunteers, and service users to speak to when they have any concerns, issues or complaints regarding the safety, well-being or conduct of service users, volunteers, and staff.

The DSP and deputy will have access to appropriate training to support them in these roles. They will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records, and keep confidentiality, adhere to, and promote this policy within the organisation, and support or provide access to support for individuals suffering harm or abuse.

### **Awareness of harm and abuse**

Harm is caused by accidents, deliberate abuse (physical, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes or a failure to enable a person to participate in activities that are open to most of their peers.

All incidents of harm to anyone involved in our service will require an appropriate response to reduce risks and improve our service.

Deliberate acts of harm (sexual, physical, emotional, and financial) and neglect are abuses against the person and will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies and the Disclosure and Barring Service (DBS) if in regulated activity.

Where there is risk of significant harm to our service users, volunteers or staff, the DSP and deputy are empowered to act accordingly.

- 1) To log all conversations regarding the issue.
- 2) To sign and request signatures on reports and statements.
- 3) Confidentially seek advice from expert sources.
- 4) Share concerns (with consent where required and appropriate) internally with senior staff / Chair of the Board.
- 5) Share concerns and make referrals to external agencies such as Social Services, the Police or NSPCC as appropriate to the circumstances.
- 6) Make a referral to the Disclosure and Barring Service regarding staff or volunteers in regulated activity whose conduct is harmful to service users and when they are removed from regulated activity.

### **Confidentiality**

All reports and logs (including personnel records) will be kept securely and confidentially according to our Data Protection policy and confidentiality statement, or in line with DBS Code of Practice if appropriate, until or unless it is necessary to share this material with the agencies named above. Information will be shared on a “need-to-know” basis only.

### **Communication**

We will communicate this policy to all staff, volunteers, service users and their families / carers, using appropriate methods, formats, and language to get the essence across. We support and encourage all service users, volunteers, and staff to speak up and contact the named DSP or deputy where there is:

- 1) A concern (a worry, issue or doubt about practice or treatment of a service user or colleague, or their circumstances).
- 2) A disclosure (information about a person at risk of or suffering from significant harm).
- 3) An allegation (the possibility that a volunteer or staff member could cause harm to a person in their care).

### **Whistleblowing**

We would prefer our members and personnel to use internal processes whenever possible to make a report as above, but this does not prevent them from making a report or referral to statutory agencies such Social Services or the Police, as a private individual. We also support our staff or volunteers:

- 1) To raise concerns or to disclose information, which they believe shows malpractice - whistleblowing (disclosure in the public interest).
- 2) To encourage everyone involved in our organisation to understand that safeguarding is everybody’s business, we will provide opportunities for discussions about issues and concerns, policy, and procedures to reflect,

review and to continue to learn and improve in our safeguarding responsibilities.

### **Data Protection**

We are committed to treating any personal information that we hold as confidential, which means that all access to information is on a need to know and properly authorised basis. Our members will use only the information they have been authorised to use and for purposes that have been authorised in accordance with the General Data Protection Regulation 2018.

### **Children at Risk**

It is essential that any disclosure made is taken seriously and we do not make a judgement as to the reliability and validity of what has been said. We will report the concerns immediately to the designated safeguarding person and if not available contact social services. Ensure that the concerns are reported immediately to the local social services.

Record, as soon as you can and no later than 24 hours following the disclosure, what you have been told:

- 1) Use the exact words the child used.
- 2) Describe the circumstances in which the disclosure happened; the setting and anyone else who was present.
- 3) Be aware that the report may be required for legal action or disciplinary procedure so be sure to separate fact from opinion.
- 4) Make a note of the date, time, place, and people who were present when the disclosure took place.

### **Adults at Risk**

The interests of the adult at risk must be the overriding consideration in making any decisions whether to seek consent prior to making a report. Should aim to seek consent from the adult where possible. The reasons for this are that it is more likely to:

- 1) Lead to engagement in the safeguarding process and to effective outcomes.
- 2) Promote an effective working partnership with the adult.

It is important to engage adults in the process as early as possible to ensure their wishes and feelings are taken into consideration where possible and to avoid them becoming mere 'objects of concern'.

The consent of the adult at risk is a significant factor in deciding what action to take in response to a concern or allegation. Adults with care and support needs may be able to protect themselves from abuse, neglect or exploitation by others and are not inevitably unable to protect themselves because of their age, frailty, or disability.

In some circumstances however, the ability of the adult to protect themselves may be affected by their needs for care and support. These needs may affect how far they are able to make and exercise informed choices free from pressure or duress.

Any action that is taken should be proportionate to the risk of abuse.

The DSP should always respect the adult's personal wishes and autonomy, however, in some circumstances these wishes may be overridden including:

- 1) The relevant partners' duty to report.
- 2) the adult to whom the concerns relate lacks the mental capacity to make specific decisions.
- 3) If there is high risk to the health and/or safety of the individual.
- 4) Others, including children, young people, or other adults, may be at risk.
- 5) A crime is suspected or may have been committed against the adult.
- 6) The concerns relate to a failure in care, breach of regulation or professional code of conduct.
- 7) If there is concern about organisational or institutional abuse or allegations against an employee or volunteer within the organisation.

### **Allegation against Staff/Volunteers**

If the behaviour of a staff member or Volunteer towards others causes concern: In such circumstances, it is critical that suspicions / allegations of abuse and/or neglect are investigated in strict confidence thus enabling information to be given freely and fully, to reduce any fears of victimisation and protect the rights of the suspected person.

It will also be necessary to consider what action should be taken regarding other people whom the suspected person has ongoing or unsupervised contact with. This must include:

- 1) The Person's own children and family
- 2) Any community activities undertaken by that person in light of the suspicion / allegation of abuse / neglect.

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to safeguarding concerns (including cases involving abuse of trust). Whilst the former may be handled through disciplinary procedures or other avenues, safeguarding concerns should always be dealt with through safeguarding procedures in line with this guidance.

### **Monitoring**

The policy will be reviewed annually and if there are changes in statutory responsibilities, government guidance and legislation as a result of any other significant change or event.

<b>Adopted by the Council:</b>	8 December 2022
<b>Review Date:</b>	October 2023