



VENTNOR TOWN

COUNCIL

CHILD PROTECTION

AND VULNERABLE

ADULTS POLICY

Introduction

Ventnor Town Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council.

This policy applies to anyone working on behalf of Ventnor Town Council including Councillors, paid staff volunteers and sessional workers.

Policy Objective

- To ensure that where possible all facilities and activities offered by the Town Council are designed and maintained to limit risk to children and vulnerable people.
- To promote general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse or neglect.

Responsibilities and Procedures

The Town Clerk will be the Designated Safeguarding Officer with the Youth Officer appointed as the Designated Safeguarding Lead for Youth and the Business and Voluntary Officer appointed as the Designated Safeguarding Lead for Vulnerable Adults. Their responsibilities will include:

- Ensuring that before any Town Council organised event with children and/or vulnerable people, the relevant officer briefs participants appropriately.
- Ensuring that members are aware of any risks they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable people, they are interviewed, two references are obtained, and a DBS check is carried out.
- Ensuring all new councillors are provided with a copy of the Child Protection and Vulnerable Adults Policy. Councillors will adhere with the 'List of Recommended Behaviours', namely:
 - A minimum of two adults present when supervising children
 - Not to play physical contact games
 - Ensure that accidents are recorded in the accident book

Reporting and Recording Procedures

- If emergency medical attention is required, phone the emergency services.
- If there is immediate danger, the Police should be contacted by dialling 999.
- Keep records in an incident book of any allegations a child or vulnerable person may make to an employee, member or volunteer. In matters of allegations against staff or volunteers, information must be shared with the Designated Safeguarding Officer for investigation.
- If there is a child abuse incident, it should be reported to the Designated Safeguarding Lead for Youth who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board

procedures and referred to the Council for further action as appropriate and future risk assessment.

- All staff must be aware that they cannot promise a child that they will keep secrets/not disclose potentially harmful information.
- All written records must be securely and confidentially stored in line with the General Data Protection Regulations (GDPR).

Declaration

Ventnor Town Council believes that it is always unacceptable for any child, adult or vulnerable person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children, adults and vulnerable people, by a commitment to practice which protects them.

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