



Children and Adults at Risk Safeguarding Policy

Adopted by Full Council on: July 2023

Review date: July 2026

Policy Statement

Madeley Town Council is committed to the safeguarding and protection of all children and adults and to taking all reasonable precautions to safeguard the welfare of children and adults at risk when they are using its services.

Purpose of the Policy

This policy has a twofold purpose of safeguarding these vulnerable groups from abuse and also protecting Town Council employees, volunteers and members from false allegations of abuse.

Definitions

A **child** is defined as a person under the age of 18 (The Children Act 1989)

There is no standard single definition for an adult at risk, but for this policy we are using this simple definition:

An **adult at risk** is someone aged 18 years or over 'who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.'

What is Abuse?

Abuse can take many forms and includes physical, domestic violence or abuse, sexual, psychological or emotional, financial, neglect including self-neglect, organisational, modern slavery, exploitation. These are difficult and complex issues and advice should be sought whenever necessary.

Safeguarding Officer

The Clerk will be the Council's Safeguarding Officer and will be responsible for: -

- Promoting safeguarding best practice within Madeley Town Council
- Ensuring that safe employment and volunteer recruitment procedures are in place and followed.
- Organising appropriate training for employees, volunteers and members.
- Deciding when to refer cases to Social Services and supporting staff in the referral process
- Keeping records of all incidents and concerns and storing the records securely

Measures to Minimise the Risk of Harm

All staff, volunteers and members need to be aware that they have a responsibility to do what is reasonable to safeguard and promote the welfare of children and adults at risk. To minimise the risk to children, adults at risk and to Madeley Town Council personnel the following procedures will be followed:

Safe Recruitment

All staff and volunteers whose duties regularly¹ bring them into contact with children, young people and adults at risk will be carefully selected. This will include taking appropriate references and carrying out checks through the Disclosure and Barring Service (DBS).

Any members whose duties regularly bring them into contact with children and vulnerable adults will be required to undergo a check through the Disclosure and Barring Service (DBS).

Induction and Training

New employees, volunteers and members will be made aware of the Children and Adults at Risk Safeguarding Policy. The Clerk will encourage good practice and identify any training needs required. Child Protection Awareness Training or Adult Safeguarding Training, as appropriate, will be provided for any employees, volunteers or members who work with children or adults at risk on a regular basis.

Groups and Organisations that use Madeley Town Council Premises

If a group or organisation that works with children, young people or adults at risk uses Madeley Town Council premises on a regular basis, then the Property & Events Officer should check that the group or organisation has adequate procedures for safeguarding.

Council Premises

Madeley Town Council premises will be assessed by the Safeguarding Officer with the Property & Events Officer at least annually for safety for children and adults at risk. This will include fire safety procedures.

Madeley Town Council Events

Risk assessments for events will include an assessment of whether there is any risk of harm to children or adults at risk. Control measures will be put into place to minimise the risk of harm to those involved.

Responding to Concerns

Responding to a disclosure by a child or vulnerable person or an allegation against an employee, volunteer or member:

- If a disclosure or allegation about abuse to a child or an adult at risk has been made then it must be referred immediately to the Clerk.
- In the case of an emergency and an immediate risk of significant harm and the Clerk cannot be contacted the matter should be referred directly to Telford & Wrekin Council Social Care or the Police.
- Where the allegation is against a member of staff, volunteer or member the Clerk should refer to the Chair.
- All allegations must be referred to Telford & Wrekin Council Social Care however insignificant they seem to be or when they occur.
- If the referral is made by telephone it should be confirmed in writing within 48 hours.
- Madeley Town Council staff and members should never undertake their own investigation.
- All details about an incident or disclosure should be recorded as soon as possible, and all recordings should be signed and dated.
- Notes of any discussions between employees, members and Clerk must be signed and dated
- Information relating to individuals and safeguarding is strictly confidential. Any records should be kept secure and separate from other Madeley Town Council documents. Only the Clerk should be able to access these files.

¹ Regularly is usually defined as once a week or four or more times in a 30 day period.

Responding to concerns about a person's welfare where there has been no specific disclosure or allegation:

- All employees, volunteers and members are encouraged to share concerns with the Clerk. The Clerk will, if appropriate, make a referral to Telford & Wrekin Council Social Care.

Contacting Telford & Wrekin Council with a concern about a child or an adult at risk:

- Local authority children's social care team 01952 385385
- Local authority Designated Officer (LADO) 01952 385728
- Local Safeguarding Children Board (LSCB)
- Non-emergency police 101 Emergency 999
- Concerns can also be reported on line via the Telford & Wrekin Council website.
- If someone is in immediate danger phone 999