



**Definitions:**

**Child:** any person under the age of 18.

**Adult at risk:** any person aged 18 or over who may need community care services because of disability, age, or illness, or may be unable to take care of themselves, or is unable to protect themselves from significant harm or exploitation. Adults at risk could include older people, people with a visual or hearing impairment, physical disability, learning disabilities or mental health problem.

**Safeguarding Policy Statement:**

- 1.1 Royston Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and adults at risk that use its services and promotes a safeguarding culture and environment
- 1.2 The welfare of children and adults at risk is paramount
- 1.3 All children and adults at risk have the right to protection from abuse
- 1.4 All suspicions and allegations of abuse will be taken seriously and responded to swiftly
- 1.5 All staff, volunteers and elected members of the Council have a responsibility to report concerns to the appropriate officer
- 1.6 All staff, volunteers and elected members are not to deal with situations of abuse or to decide if abuse has occurred
- 1.7 The Town Clerk/Deputy Town Clerk are the responsible officers for implementing this policy and named persons for Child Protection & Safeguarding within Royston Town Council.

**Responsibilities:**

**2.1 All members, volunteers and staff of Royston Town Council must:**

- 2.1.1 Understand and apply this policy and procedures in their activities
- 2.1.2 Identify opportunities and undertake appropriate training to support them in their role
- 2.1.3 Act appropriately at all times and be able to challenge inappropriate behaviour in others
- 2.1.4 Be able to recognise harm and know how to report concerns in a timely and appropriate way (see appendix)

**2.2 Members and Staff of Royston Town Council must:**

- 2.2.1 Encourage all staff and volunteers to understand and adhere to this policy
- 2.2.2 Offer opportunities to undertake safeguarding training and refresher training where necessary
- 2.2.3 Ensure that the Council's whistle-blowing policy is communicated to all staff and volunteers

**2.3 The role and responsibilities of the named person(s) are:**

- 2.3.1 To ensure that all staff are made aware of what they should do and who they should go to if they are concerned that a child/adult at risk may be subject to abuse or neglect
- 2.3.2 Ensure that any concerns about a child/adult at risk are acted on, recorded, referred on where necessary and, followed up to ensure the issues are addressed
- 2.3.3 To record any reported incidents, store in a secure place and keep them confidential
- 2.3.4 To ensure any councillors, staff and volunteers are subject to DBS checks if their council duties require regular contact with children or adults at risk

**Procedures:**

- 3.1 The named person(s) will refer allegations or suspicions to the Hertfordshire Safeguarding Children Partnership/Adults Board for investigation
- 3.2 As the Town Council does not directly provide care or supervision services to children, it expects all children using its facilities to do so with the consent and the necessary supervision of a parent or other responsible adult
- 3.3 Any contractor, working directly for the Town Council, being deemed to be working in any area where children may be at risk, will be asked to provide their Child Protection/Safeguarding Policy

## Appendix

### **What is abuse?**

Abuse is a violation of an individual's human and civil rights by another person or persons.

- It may consist of a single act or repeated acts.
- It may be planned or unplanned.
- It may be the result of deliberate intent, negligence, or ignorance.
- It may happen when a child/adult at risk is persuaded to enter a transaction to which they have not consented or cannot consent.

### **Abuse can take many forms:**

- Physical abuse – for example, hitting, pushing, shaking, over medicating or otherwise causing physical harm
- Sexual abuse – for example, unwanted touching, kissing or sexual activity. Or where the child/adult at risk cannot or does not give their consent
- Psychological / emotional abuse - including verbal abuse, intimidation, isolation, humiliation, bullying or the use of threats.
- Financial abuse – theft, exploitation, the illegal or improper use of a person's money, property, pension book, bank account or other belongings.
- Neglect - the repeated deprivation of help that a child/adult at risk needs which, if withdrawn, will cause him or her to suffer.
- Discriminatory abuse - Including racist or sexist abuse, and abuse based on a person's disability, and other forms of harassment, slurs, or similar treatment.

### **Where can abuse happen?**

Abuse can take place in any setting:

- In their own home
- In someone else's home
- In a residential or nursing home
- In a day centre, adult education centre or other establishment
- In a hospital or GP surgery
- At work
- In a public place.

### **Who abuses?**

The person responsible for the abuse is often well known to the child/adult at risk being abused. They may be:

- A relative, friend or neighbour
- A paid or volunteer carer
- A professional worker
- Another resident or service user
- An occasional visitor or service provider