

POLICY:	SAFEGUARDING - CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY
Policy number:	SGP 24 / v.5
Available to:	All Staff, Councillors, Event participants and the Public
Supersedes Version:	Children and Vulnerable Adults Protection Policy – Adopted 29 th July 2019
Approved by:	Full Council
Approval date:	23.06.25
Review due:	June 2026

1. Policy Statement

Ludlow Town Council is committed to creating and maintaining a safe and secure environment for all individuals involved in its activities, especially children, young people, and vulnerable adults.

This policy aims to create a culture that values integrity, transparency, and fairness, promoting an environment where employees feel safe reporting concerns without fear of reprisal.

2. Purpose of this policy

The purpose of this safeguarding policy is to:

- Protect individuals from harm, abuse, neglect, or exploitation.
- Establish a clear framework for the prevention, identification, and reporting of safeguarding concerns.
- Ensure that all staff, volunteers, and participants are aware of their responsibilities and obligations regarding safeguarding.

3. Scope

This policy outlines the procedures and responsibilities that will be adhered to in order to safeguard the welfare of all participants.

Key Principles:

- All individuals have the right to be treated with dignity and respect.
- Safeguarding is everyone's responsibility; it is not limited to those working directly with children, young people, or vulnerable adults.
- Open communication and collaboration are essential to create a safe environment.

4. Procedure

4.1 Roles and Responsibilities

- The Town Clerk is responsible for coordinating safeguarding efforts, providing guidance, and being the main point of contact for safeguarding concerns.
- All staff and volunteers have a responsibility to report concerns promptly to the Town Clerk.

4.2 Recruitment and Training

- Disclosure and Barring Service (DBS) checks, will be conducted for all staff, and Councillors.
- Disclosure and Barring Service (DBS) checks will be conducted for volunteers working with children, young people, or vulnerable adults.
- Staff, councillors and volunteers will receive regular training on safeguarding policies and procedures.

4.3 Recognising and Responding to Concerns

- All concerns or suspicions of abuse or neglect will be taken seriously and addressed promptly (within 24 hours).
- **An appropriate and confidential reporting mechanism** is in place for staff, volunteers, and participants to report safeguarding concerns.

4.4 Confidentiality

Information related to safeguarding concerns will be treated confidentially and shared only with those who need to know for the purpose of safeguarding.

4.5 Communication

Ludlow Town Council will communicate its commitment to safeguarding through various channels, ensuring that all stakeholders are aware of the policy.

4.6 Review and Evaluation

- This safeguarding policy will be reviewed annually or as needed, considering changes in legislation or organisational structure.
- Incidents and concerns will be analysed to continually improve safeguarding measures.

4.7 Implementation

This safeguarding policy will be distributed to all staff, councillors volunteers, and participants. Compliance with the policy is a condition of involvement with Ludlow Town Council.

5. Legal

This policy is in accordance with the legal obligations outlined in relevant UK legislation, including but not limited to the Children Act 1989, the Protection of Vulnerable Adults (POVA) Scheme, and the Safeguarding Vulnerable Groups Act 2006.

Other Acts and Statutory Guidance include:

- **Children and Young Persons Act 1933** – Prevention of cruelty or exposure to moral and physical damage of any child or young persons.
- **Sexual Offences Act 1956** (Section 6) it is an offence to have a sexual relationship with a child under the age of sixteen.
- **Health and Safety at Work Act 1974**, Duty of care - The duty of care is a general legal duty on all individuals and organisations to avoid carelessly causing injury to persons.
- **Protection of Children Act 1978** – offence to take or publish indecent photographs of a child under 16.
- **Criminal and Court Justice Act 2000** – persons having committed certain offences are disqualified from working with children.
- **Sexual Offences Act 2003** creates an offence of sexual activity with a child, abuses of positions of trust and sexual activity, sexual activity with a person with mental disorders and the taking of indecent photographs of children 16 or 17.
- **The Children Act 2004** - Section 11 of the Children Act 2004 places a duty on a range of public sector bodies to make arrangements for ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children.
- **Working Together to Safeguard Children 2023 Statutory Guidance** - Statutory guidance on multi-agency working to help, protect and promote the welfare of children.

6. Other relevant policies

Safeguarding Confidential Reporting Protocol.
Lost Child Policy