



Horsforth Town Council

Safeguarding Policy Children and Vulnerable Adults

Introduction

Horsforth Town Council has a responsibility to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Council.

This policy applies to all situations within Horsforth Town Council's operations, which could potentially involve children and vulnerable adults. This policy affects every Horsforth Town Council staff member, councillor, volunteer and anyone working on behalf of and/or representing the Council.

Definitions

A child is a person under 18 years of age.

A vulnerable adult is someone aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. For example, a person who

- is elderly and frail
- is suffering from mental illness or dementia
- has a learning disability
- is suffering from a debilitating physical illness
- has drug/alcohol problems (substance misuse)
- has sensory loss e.g. hearing/sight impairment

Types of Abuse

'No Secrets' produced by the Department for Health in 2000 described abuse as 'a violation of an individual's human and civil rights by any other person or persons'. There are seven categories of abuse.

Physical - This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm, as well as withholding food or drink, force feeding, wrongly administering medicine, unnecessary restraint, failing to provide physical care and aids to living.

Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or the failure to act to protect.

Emotional or Psychological - This may involve name calling, embarrassing or ignoring someone, persistent emotional ill treatment or rejection, including verbal abuse, shouting swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, belittling, silencing, controlling or humiliating.

Sexual - This may involve sexual assault, rape, inappropriate touching/molesting, forcing or enticing someone into sexual acts they don't understand or feel powerless to refuse and grooming a child or young person in preparation for abuse.

Sexual abuse may also include non-contact activities, such as being made to look at or watch something or being encouraged to behave in sexually inappropriate ways.

Financial and Material - This may involve illegal or improper use of a person's property, money or other assets without their informed consent or where the consent is obtained by fraud. It can include exploiting someone's financial position e.g. abuse of the responsibility to look after someone else's money such as an unexplained withdrawal from a person's bank account, intentionally mismanaging finances, withholding money or possessions, borrowing money and not repaying, theft of money or property.

Neglect - Neglect is a failure to meet a person's basic physical and psychological needs. It may involve:

- the failure to provide adequate food, drink, shelter, heating, clothing
- failing to provide access to health, social and educational services
- ignoring physical care needs
- failure to get appropriate medical care or treatment
- exposing a person to unacceptable risk
- failing to ensure adequate supervision or the neglect of, or unresponsiveness to, the basic emotional needs of a child.

Discriminatory - This may involve abuse motivated by oppressive and discriminate attitudes and behaviour due to age, ethnicity, disability, marital status, race, religion, sexual orientation or gender.

Institutional - This is the mistreatment of people brought about by poor or inadequate care or support, or systematic poor practice that affects the whole care setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation.

Signs of abuse

There are many possible signs of abuse, none being conclusive on their own. Examples include:

- Unexplained injury/weight loss/cuts and bruises/dirtiness
- Changes in behaviour
- Depression/low self-esteem
- Lack of self-care/dehydration/abnormal eating pattern
- Harm to self
- Obsessive behaviour
- Bills not being paid
- An overly critical or disrespectful carer who may bully or undermine
- Isolation from usual network of friends, family or community

Responding to concerns and allegations

A safeguarding concern arises if abuse is suspected or disclosed. Abuse can happen anywhere – at home, in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment or in the street.

Where a disclosure is made by a child or vulnerable adult it is important that you do not promise to keep the information secret but tell them that you will only disclose it to someone who can help them.

We all have a responsibility to report any safeguarding concerns over the welfare of children and vulnerable adults. This extends to the identification of signs of abuse; poor practice by staff, councillors and others acting for or on behalf of the Council, and allegations brought to our attention by a member of the public. Reporting safeguarding concerns can prevent serious abuse or harm from happening, or from escalating.

Staff, councillors and volunteers must not attempt to investigate abuse themselves; neither must they confront anyone who is allegedly responsible for abuse nor tell them that allegations have been made about them. However, staff, elected members and volunteers do have a duty of care to the child or vulnerable adult to report any suspicions they may have.

The officer responsible for receipt of concerns and forwarding them on is the Town Clerk, or the Admin Assistant & Chair of Council, in the Town Clerks absence. If neither of these officers are available do not wait for him/her to return to work.

The following agencies should be contacted to report safeguarding allegations or concerns.

West Yorkshire Police

Central Switchboard

101

Police Emergency

999 if a child or vulnerable adult may be in imminent

danger or a criminal offence may have been committed.

The Local Authority Designated Officers Leeds.

Can be contacted Monday to Friday on: **0113 247 8652.**

Between them they operate a duty system for LADO Notifications.

You can contact the LADO's on: **LADO@leeds.gcsx.gov.uk**

Please make telephone contact first to discuss allegations or concerns before sending any information by email.

Leeds Social Services - Adult Social Care – 0113 222 4401

Dial 999

Children's Social Work Services – 0113 222 4403

Social Work Services Emergency Out of Hours – 0113 240 9536

The Police or relevant agency will need as much factual information as possible. For example

- The child or vulnerable adult's name and address (and parent/carer's address if different)
- The reason for concern – a note of significant events or conversations should be made as promptly as possible to assist with any referral and subsequent investigation
- Any other known factors, which may be contributing to the problem.
- Additional information such as age (or date of birth), ethnicity, religion, language and disabilities/specific needs.

However, the safeguarding concern should still be reported whether or not the information is complete.

Confidentiality

Every effort should be made to ensure confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child or vulnerable adult, their family and any child protection investigation that may follow.

Allegations against a councillor, member of staff or volunteer

If someone witnesses behaviour by a councillor, member of staff, volunteer, contractor or partner, or an allegation is made about them that indicates that they have, or may have

- harmed a child or vulnerable adult, or put them at risk
- possibly committed a criminal offence against or related to a child or vulnerable adult or
- behaved in a way that indicates they may pose a risk of harm to children or a vulnerable adult

they must report it as a safeguarding concern at the earliest possible opportunity.

A councillor or member of staff must report any allegation made against them to the Clerk or Chairman of the Council.

Safeguarding concerns and allegations relating to staff will be dealt with in accordance with the Council's Disciplinary Procedure. However, investigations by the responsible authorities will take precedence over internal council procedures relating to conduct. The Clerk or Chairman of the Council will liaise with the responsible authorities to agree the appropriate course of action.

The Clerk or Chairman of the Council will seek advice from the Police and/or Leeds City Council Child and Adult Services prior to informing a member of staff of an allegation against them. The Clerk or Chairman of the Council will offer appropriate welfare support to the member of staff and ensure that they are kept appropriately informed during any investigation process.

In accordance with the law, the Council will report, to the Disclosure and Barring Service (DBS), any Councillor, member of staff or volunteer

- who was dismissed because they harmed a child or vulnerable adult;
- who was dismissed or removed from working in a regulated activity because they might have harmed a child or vulnerable adult otherwise;
- who would have been dismissed for either of these reasons, but they resigned first; or
- who works with children or vulnerable adults in regulated activity and has been cautioned or convicted for a relevant offence.

Safeguarding concerns and allegations relating to Councillors will be referred to the monitoring Officer and dealt with in accordance with the Code of Conduct of Members of the Council.

Recruitment and selection

Criminal records checks will be made where appropriate. Roles that involve "regulated activities," such as caring for, supervising or being in sole charge of children or vulnerable adults, require an Enhanced Disclosure and Barring service (DBS) check. This may include checking whether someone is included in the two DBS 'barred lists' of individuals who are unsuitable for working with children and adults. DBS checks must be obtained for staff and volunteers undertaking these roles and they will not be permitted to commence unaccompanied work until they have been received. It is against the law for employers to employ someone, or allow them to volunteer for this kind of work if they know they are on one of the barred lists.

Information and training

Appropriate information will be made available to staff and councillors in the form of this policy and any necessary training.

Events

At any events the council attends or holds there should always be two members of the council present at the council tent.

Reviewed: 29th May 2025

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