



Broseley Town Council

Safeguarding Policy

Purpose and Scope

Broseley Town Council provides school holiday activities for primary school aged children (Reception to Year 6).

The purpose of this policy statement is:

- To protect children and young people who take part in the activities
- To set out the principles that guide our approach to child protection and young people and ensure that best practice on child protection and safeguarding is followed at all times.

This policy statement applies to anyone working on behalf of Broseley Town Council's Play Schemes including Play Leaders and Assistant Play Leaders and people providing any service or activity to the scheme.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children. A summary of the key legislation and guidance is available from nspcc.org.uk/child-protection.

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of the child is paramount
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection/safeguarding lead
- Developing child protection and safeguarding policies and procedures which reflect best practice
- Using our safeguarding policy to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment

- Safe Recruitment Practices & Safeguarding Training for those who are engaged to work at our Play schemes
- Each session includes at least 1 qualified paediatric first aider
- Anyone who works at the Play scheme is required to have completed safeguarding training. This training is updated every three years.
- DBS checks are undertaken, and references obtained for each person engaged to work at our play schemes. DBS checks are updated every three years.
- All play scheme workers are aware of and understands our safeguarding policy. A copy of this policy is available at every session
- Visitors providing activities at the play scheme will not be left alone with children.

Safeguarding Procedures

Reporting Concerns about a Child:

- If anyone working at the play scheme, contractor or activity provider has concerns about a child they should discuss these with the Safeguarding Lead or Deputy Town Clerk, the safeguarding lead will then contact Shropshire Councils First Point of Contact (FPOC), Children's Services for advice.
- If you are concerned that a child is at risk of significant harm, contact the Safeguarding Lead and/or the Deputy Town Clerk immediately. Shropshire Councils First Point of Contact (FPOC), Children's Services. If the child is in immediate danger or you suspect a crime has been committed, you must also contact the police immediately. All discussions should be recorded in writing and forwarded to the Safeguarding Lead and the Deputy Town Clerk.

General Advice when dealing with a disclosure made by a child:

- Listen to what is being said without displaying shock or disbelief
- Only ask questions where necessary to clarify
- Accept what is being said
- Allow the child to talk freely – do not put words into their mouth
- Reassure the child that what has happened is not their fault
- Do not make promises you may not be able to keep
- Do not promise confidentiality – it may be necessary to refer the child to Children's Social Care
- Stress it was the right thing to tell
- Do not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told
- Inform the Play Leader and/or Safeguarding Lead without delay
- Record your discussion with the child in writing and pass to the Safeguarding Lead and Deputy Town Clerk.

The Safeguarding Lead will ensure all written statements and evidence are held securely and confidentially and forwarded where required to Shropshire Council's children's services and the Town Council Office. Any such information will be held and destroyed according to general data protection principles.

Broseley Town Council takes any allegations of abuse very seriously and concerns should be reported immediately to the Safeguarding Lead and Deputy Town Clerk. The Safeguarding Lead will act as the case manager with the Town Clerk/Deputy Town Clerks supervision, speaking to those concerned and obtaining written statements where required and seeking advice, if required, from relevant outside agencies.

Initial action by the person receiving an allegation or noticing a concern:

- Treat the matter seriously and keep an open mind
- Do not make assumptions or offer alternative explanations
- Do not investigate or ask leading questions
- Do not promise confidentiality

Act quickly & Report Concerns

- Make a written record of the information where possible using the exact words of the person making the allegation including date, time and names of people present.
- Sign and date the record
- Immediately report the matter to the Safeguarding Lead and the Deputy Town Clerk.

Criminal records checks

People on the barred list must not be given a role that requires them to work or volunteer with children or young people in regulated activity.

It is illegal for an employer to knowingly employ somebody to carry out regulated activity whilst they are on the barred list.

If you find that someone who has applied to work with children is barred, you should notify the police.

You cannot use 'spent' or 'protected' convictions as a reason not to employ somebody (unless the conviction makes them unsuitable to work with children).

If the applicant has not been barred from working with children but the checks have raised concerns (for example if they have a criminal record), you need to carry out a risk assessment to ascertain whether the applicant is suitable to work with children and young people.

Source: <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

Contact information

1. If you think a child or young person is being harmed or at risk of being harmed you must contact **Shropshire Council's First Point of Contact (FPOC)**, Children's Services and tell them your concerns. It might be you that's being harmed. Don't delay, please contact them straight away – they can help you. Please report your concerns to FPOC on 0345 678 9021.
2. If you need to report concerns out of office hours then please contact the **Emergency Social Work Team** on 0345 678 9040 selecting option 1
3. You can also speak to:
 - **Protecting Vulnerable People** (West Mercia Police): 0300 333 300
 - **NSPCC**: 0800 800 5000
 - **Childline**: 0800 1111
4. If you think a child is in immediate danger, call the emergency services on 999.

Signed..... (Safeguarding Lead) Kirsty Jones

Signed..... (Deputy Safeguarding Lead) Jenna Munday

Review of this Policy

This policy will be reviewed as required but not less than once a year.

<i>Date approved:</i>	<i>12 July 2022</i>
<i>Written By:</i>	<i>Jenna Munday - Deputy Town Clerk</i>
<i>Minute no:</i>	<i>178/2022 (b)</i>
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