

# CHILDREN'S SAFEGUARDING POLICY

Reference	SNTC/YW002	Adopted by	Town Council
Prepared by	Town Clerk	Adopted date	31 October 2023
Monitored by	Town Clerk	Minute reference	
Monitoring Review	Annually	Review date	October 2024

## 1. INTRODUCTION

1.1 St Neots Town Council abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to 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.

## 2. PURPOSE

2.1 St Neots Town Council will:

- Protect children and young people who receive St Neots Town Council services from harm.
- This includes the children of adults who use our services.
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of St Neots Town Council, including Council Clerk, Deputy Council Clerk, Council officers, councillors, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures

will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### 3. DEFINITIONS

#### 3.1 CHILD

The Children Act 1989 definition of a child is anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

#### 3.2 ADULT AT RISK

An adult who has needs for care and support (whether the authority is meeting any of those needs), is experiencing, or is at risk of, abuse or neglect, and because of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

#### 3.3 CHILD AND ADULT ABUSE

Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

#### 3.4 SAFEGUARDING CHILDREN

Safeguarding children is defined in [Working Together to Safeguard Children 2018](#) as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.

- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

#### 4. LEGAL FRAMEWORK

- 4.1 This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](http://nspcc.org.uk/learning).
- 4.2 St Neots Town Council will put in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

#### 5. THE PREVENT DUTY

- 5.1 Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty.

These organisations include:

- Schools.
  - Registered childcare providers.
  - Local authorities.
  - Police.
  - Prisons and probation services.
  - NHS trusts and foundations.
- 5.2 Other organisations may also have Prevent duties if they perform delegated local authority functions.
- 5.3 Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

#### 6. RADICALISATION

- 6.1 Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is a form of harm.

## 7. EXTREMISM

- 7.1 Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

## 8. TRAINING AND AWARENESS

- 8.1 For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:
- Understand what safeguarding is and their role in safeguarding children.
  - Recognise a child potentially in need of safeguarding and take action.
  - Understand how to report a safeguarding Alert.
  - Understand dignity and respect when working with children.
  - Have knowledge of the Safeguarding Children Policy.
- 8.2 The Local Safeguarding Children's Board provides free safeguarding training for community groups from [Safeguarding Training Courses](#).
- 8.3 Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of an adult at risk of abuse. For more information about adults safeguarding, refer to St Neots Town Council Adults Safeguarding Policy.

## 9. CONFIDENTIALITY AND INFORMATION SHARING

- 9.1 St Neots Town Council expects all employees, volunteers, and councillors to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**. For further guidance on information sharing and safeguarding please see SNTC Confidentiality and Information Sharing policies.

## 10. RECORD AND RECORD KEEPING

- 10.1 A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made. All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

## 11. SAFE RECRUITMENT AND SELECTION

- 11.1 St Neots Town Council is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them. All staff and volunteers working with children or vulnerable adults will have an Enhanced DBS check, and anyone with any criminal convictions will be barred from working for St Neots Town Council.

## 12. SOCIAL MEDIA

- 12.1 All employees and volunteers should be aware of St Neots Town Council Social Media Policy and procedures and the code of conduct for behaviour towards the children we support.
- 12.2 Use of Mobile Phones and other Digital Technology:
- All employees, trustees and volunteers should be aware of St Neots Town Council's policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.

## 13. PEOPLE IN POSITION OF TRUST (PIPOT)

- 13.1 Please see separate document for guidance and procedures.

## 14. WHISTLE BLOWING

- 14.1 It is important that people within St Neots Town Council have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by St Neots Town Council to protect whistle-blowers.

## 15. IMPORTANT CONTACTS

- 15.1 St Neots Town Council:

<b>Lead for Safeguarding:</b>	Hannah Bell
<b>Email address:</b>	<a href="mailto:Hannah.Bell@stneots-tc.gov.uk">Hannah.Bell@stneots-tc.gov.uk</a>
<b>Telephone number:</b>	01480388911

<b>Town Clerk:</b>	Chris Robson
<b>Email address:</b>	<a href="mailto:Chris.robson@stneots-tc.gov.uk">Chris.robson@stneots-tc.gov.uk</a>
<b>Telephone number:</b>	01480388911

## 15.2 Agencies:

<b>Childline</b> Tel: 0800 1111	<b>Kidscape</b> Tel: 08451 205 204
<b>The NSPCC</b> Tel: 0808 800 5000	<b>National Youth Advocacy Service (NYAS)</b> Tel: 0800 61 61 01
<b>Police</b> Emergency – 999 Non-emergency – 101	

## If you are concerned about a child or think a young person is being abused or neglected:

- Peterborough: 01733 864170 – (9am to 5pm Mon – Fri)
- Cambridgeshire: 0345 045 5203 – (8am to 6pm Mon – Fri)
- Outside office hours, at weekends and on public holidays contact the emergency duty team on 01733 234724.
- Email: [referralcentre.children@cambridgeshire.gov.uk](mailto:referralcentre.children@cambridgeshire.gov.uk)

## 15.3 People In Position Of Trust (PIPOT):

<b>Cambridgeshire County Council</b>	<a href="mailto:PIPOT@Cambridgeshire.gov.uk">PIPOT@Cambridgeshire.gov.uk</a>	01223 727 967 (Designated Officer) 01480 379019 (Safeguarding Board)
<b>Peterborough City Council</b>	<a href="mailto:PIPOT@Peterborough.gov.uk">PIPOT@Peterborough.gov.uk</a>	01733 864038 (Designated Officer) 01733 864180 (Child Referrals) 01733 747474 (Adult Referrals)

Out of Hours [Emergency Duty Team](#):

**Cambridge** 0345 0455203

**Peterborough** 01733 864180