

NEEDHAM MARKET TOWN COUNCIL

SAFEGUARDING POLICY

Introduction

The Town Council acknowledges that everyone who uses facilities for which we are responsible, or who may be involved in Council led activities, should be treated with dignity and respect, and should be protected from harm.

The purpose of this policy is to ensure that procedures are in place, and that people are clear about their roles and responsibilities, in respect of children, young people and vulnerable adults who use facilities for which we are responsible or are involved in Council led activities.

This policy applies to anyone directly or indirectly employed by Needham Market Town Council, Town Councillors and, also includes volunteers.

POLICY

We recognise the serious issue of the abuse of children, young people and vulnerable adults, whatever form it may take, and we accept our responsibility for ensuring that all people are safe whilst on premises for which we are responsible or involved in Council led activities.

We will seek to safeguard and protect all children, young people and vulnerable adults who use facilities for which we are responsible or who are involved in Council led activities in the following ways:

- By managing Council premises and Council led activities in a way which promotes safety and prevents abuse.
- By recognising that we need to have particular care for people whose vulnerability is increased by situations, by disability, or by reduction in capabilities, whether this is temporary or permanent.
- By recruiting staff and volunteers safely, ensuring all necessary checks are made.
- We undertake to respond without unnecessary delay to any allegation, complaint or cause for concern that a child, young person or vulnerable adult may have been harmed whilst on premises for which we are responsible or during Council led activities, and to challenge the abuse of power of anyone in a position of trust.
- Whilst it is not the responsibility of any council staff member/councillor and/or volunteer to determine if abuse is taking place, it is their responsibility to report concerns to the Designated Officer or the agencies (the Children's Services department at the local authority 0800 917 1109 and the police) that need to know so that enquiries can be made and appropriate action can be taken.
- We require all hirers of premises for which the Town Council is responsible to demonstrate good safeguarding practice and to respect the provisions contained in this policy, a copy of which will be displayed on the Town Council website, in the Town Council Office and will also be provided to hirers.
- It is expected that any organisation which has their staff working on Town Council land and property will ensure that their staff are recruited safely and that it is appropriate for them to work in an area where children, young people and vulnerable adults may be present. The responsibility will lie with the organisation to ensure that staff on council land and property are appropriately checked.

- Safeguarding requirements will be included in Risk Assessments for any proposed Council led activity or event.

Designated Officer – Town Clerk

The Designated Officer handles the safeguarding issues and oversees the policy's implementation. The Designated Officer will always be the initial point of contact for all staff, Town Councillors and volunteers with concerns or if abuse has been disclosed. Necessary steps can then be taken to ensure the safety of the child, young person or vulnerable adult.

This policy will be reviewed bi-annually; to confirm its continuing accuracy and relevance and will be amended and reissued as may be found necessary.

Policy reviewed and readopted:

Date - 20th September 2023

Meeting and Minute – Town Council C063/23

Review - September 2025