

# **Cromer Town Council**

## **Safeguarding policy**

Policy & Resources Committee

Revised October 2019 / Sept 2020

Next review: Sept 2021

This policy documents the Councils commitment to protecting children and vulnerable adults and identifies procedure for Councillors and employees to follow in ensuring this occurs.

## 1. Policy Coverage

1.1 All elected and co-opted members, employees and any other volunteers who may be working in partnership with the Town Council.

1.2 It is not the role of Cromer Town Council to investigate allegations of abuse.

However, all members, employees and volunteers have a responsibility to act immediately where they suspect or recognise that a child or vulnerable adult may be a victim of harm or abuse.

## 2. Definitions

2.1 The terms child, children or young person refers to anyone below the age of 18.

2.2 A vulnerable adult or adult at risk can be defined as any person aged 18 or over who:

- has needs for care and support, either on a long-term or temporary basis (including for substance misuse, mental ill health or domestic abuse).
- Is experiencing or is at risk of abuse or neglect and because of those needs is unable to protect themselves against the abuse or neglect or risk of it <sup>1</sup>.

2.3 Abuse may be:

- Intentional or unintentional.
- Active or passive.
- Part of a pattern of behaviour or a single incident.
- Physical, Psychological, emotional or sexual.
- Neglect.
- Self-neglect (when people don't look after themselves and this puts them at risk).
- Financial.
- Discriminatory.
- Manipulating to adopt radical ideologies and harmful behaviours.
- Modern Slavery

## 3. Safeguarding Policy Statement

3.1 Cromer Town Council considers that all children and adults, whatever their age, gender, origin, sexual orientation, abilities, health or beliefs have a right to the protection from abuse.

The Town Council will act to refer alleged cases of abuse to the relevant authorities and will be guided, where necessary, by the Norfolk Safeguarding Childrens Board and Norfolk Safeguarding Adults Board. If also felt necessary, the Town Council may wish to procure or attend relevant training.

3.2 Cromer Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons who use its services, or who may otherwise come into contact with the Town Council, its staff, Councillors and other volunteers during the course of Council activity.

3.3 All suspicions and allegations of abuse will be taken seriously and dealt with as a priority.

3.4 All staff members, elected members and other volunteers have a responsibility to report concerns.

3.5 No staff members or elected members are to decide if abuse has occurred.

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1. Care Act 2014

#### 4. Alerting and reporting.

4.1 Alleged cases of abuse will be reported to Norfolk County Council either using the website <https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm>

or by telephone - 0344 800 8020 (Line is open 24 hours a day, 7 days a week).

In any emergency or case of immediate danger, call 999.

#### 5. Codes of practise and behaviour

These guidelines have been devised to protect children and vulnerable adults from abuse, as well as to protect members, staff and volunteers from situations where false allegations may occur.

##### 5.1 If you suspect abuse.

Do:

- Always listen carefully.
- Make a note of what has happened or what you are worried about.
- Tell someone trustworthy.

Do not:

- Confront the person you think is responsible for the abuse.
- Destroy the evidence.
- Start to investigate the situation<sup>2</sup>.

##### General Conduct

- Always work in an open environment (e.g. avoiding private or unobserved situations) where young people or vulnerable adults may be present.
- Be identifiable where appropriate, possibly with the use of lanyards and identification.
- Treat all people with respect, regardless of their ages, ethnicity, social background, ability, sexual orientation, religious beliefs or mental health.
- In line with the Prevent duty – to stop people becoming involved in terrorist activity or supporting violent extremism in all its forms – the council will ensure it does not work with or allow its premises to be used by organisations engaged in extremist activity or those that express extremist, hate motivated or discriminatory ideology or beliefs.

##### 5.2 Unacceptable Practices

The following should never be sanctioned:

- Spending excessive amounts of time alone with young people or vulnerable adults away from others.
- Allowing or engaging in any form of inappropriate contact or making suggestive remarks or gestures.
- Allowing allegations to go unrecorded, whoever they may concern.
- Exaggerating or trivialising abuse issues.

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<sup>2</sup> Norfolk County Council