

# TELSCOMBE TOWN COUNCIL

## SAFEGUARDING POLICY

### Introduction

Telscombe Town Council recognises that everyone has a duty to safeguard children, young people and vulnerable adults. This policy outlines practice that will promote their safety when using Town Council facilities and seeks to ensure that members and officers know how to respond if they see a potential safeguarding issue.

The Policy applies to anyone working for or on behalf of Telscombe Town Council, whether in a paid or voluntary capacity, including Councillors and employees.

### Policy Aims

- \* To prevent harm and reduce the risk of abuse or neglect to children and vulnerable adults
- \* To stop abuse and neglect wherever possible
- \* To address the causes of abuse or neglect

### Legislation

The principal pieces of legislation governing this policy include:-

- \* Working Together to Safeguard Children 2018
- \* The Children Act 1989 & Children Act 2004
- \* Safeguarding Vulnerable Groups Act 2006

### Definitions

#### Definition of a Child or Young Person

Children and young people are defined as those aged under 18.

#### Definition of a Vulnerable Adult

A vulnerable adult is a person aged 18 or over who may be unable to take care of themselves or protect themselves from harm or being exploited. This may include a person who:-

- \* Is elderly and frail
- \* Has a mental illness including dementia
- \* Has a physical or sensory disability
- \* Has a learning disability
- \* Has drug or alcohol problems

### Safeguarding

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and vulnerable adults wherever possible.

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Abuse - Abuse can take a number of forms including:-

- \* Physical
- \* Verbal
- \* Sexual
- \* Emotional
- \* Neglect
- \* Financial or material

## Reporting

We all have a responsibility to report any safeguarding concerns over the welfare of children, young people or vulnerable adults. This extends to identification of signs of abuse, poor practice by staff, Councillors or others acting for or on behalf of the Council and allegations brought to our attention by a member of the public. This can be done by:-

- \* Recording what you have seen – what, where, when and other notable facts you can recall.
- \* Reporting incidents to the Town Clerk or Chair of the Employment Sub-Committee if the Town Clerk is absent. You must not attempt to investigate incidents or confront anyone who is allegedly responsible for abuse. Concerns will then be forwarded to East Sussex Council Children's or Adults' Services at the earliest opportunity.
- \* If it is felt someone is in imminent danger pass concerns directly to the Police.

## Allegations Against a Councillor or Staff Member

Telcombe Town Council recognises its duty to report concerns or allegations against its staff, members or volunteers. The process is as follows:-

- \* A report to be made to the Town Clerk or Chair of the Council.
- \* Issues against staff will be handled in accordance with the Council's Disciplinary Procedure
- \* The Clerk or Chair of the Council will seek advice from the ESCC Children's or Adults Services or the Police prior to informing a member of staff of an allegation against them and will offer the appropriate welfare support to the member of staff, ensuring they are kept appropriately informed during any investigation process.
- \* Issues against a Councillor will be referred to the Monitoring Officer and dealt with in accordance with the Code of Conduct of Members of the Council.

<b>Policy</b>	Safeguarding Policy
<b>Review Cycle</b>	Every 3 years, or earlier in the event of legislative changes
<b>Date Last Adopted</b>	19 <sup>th</sup> November 2025
<b>Previous Adoption Dates</b>	21 <sup>st</sup> December 2022
<b>Responsibility</b>	Policy & Resources Committee and then adoption by Full Council