

## KETTERING TOWN COUNCIL

### CHILD PROTECTION AND SAFEGUARDING POLICY

#### 1. Statement of intent

- 1.1. Kettering Town Council is committed to safeguarding the wellbeing of every person in our community, of whatever age. It is the responsibility of each one of us to prevent the physical, sexual, emotional abuse or neglect of every member of our community, and particularly the abuse of those most vulnerable among us, including children and young people. The welfare of the child is paramount. All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexual orientation, religion or belief.
- 1.2. 'Safeguarding and promoting the welfare of children' is defined in *Working Together to Safeguard Children 2015* as:
  - Protecting Children from maltreatment
  - Preventing impairment of children's health or development
  - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
  - Taking action to enable all children to have the best outcomes
- 1.3. Keeping children safe is everybody's business. It is the additional responsibility of Town Council officers and members to raise awareness, provide support and take appropriate action. All of us have a duty to report any child protection or safeguarding concerns, and to act on any suspicion or disclosure that may suggest a child or vulnerable person is at risk of harm.
- 1.4. All officers will receive appropriate safeguarding children training to ensure they are aware of their role in the recognition of abuse or neglect and of the appropriate procedures to follow. Officers, members and volunteers are expected at all times to conform with good practice in their work, undertaking mandatory safeguarding training at a level appropriate to their role.
- 1.5. It is the council's policy that no-one shall be employed, whose work puts them in contact with children and vulnerable people, who:
  - Has been convicted of or has received a formal police caution concerning an offence against children as listed in the First Schedule of the Children and Young People's Act 1933; or
  - Has been convicted of or has received a formal police caution concerning sexual offences against children and young people.
  - Is included on the Disclosure and Barring Service (DBS) barred lists of individuals unsuitable for working with children or adults.

This means that:

- We will comply with HM Government recommended practices, by taking all reasonable steps to ensure that persons who have been convicted or have received a formal police caution concerning sexual offences against children or young people shall not undertake work with children and young people under the auspices of the Town Council.
- Those responsible for staff appointments will ensure that enhanced checks through the Disclosure and Barring Service (DBS) are undertaken for all employees whose role means that they will come into unsupervised contact with children and young people.
- Where possible within the statutory framework, all elected members should also undergo a DBS check, and having a clear DBS certificate will be essential before any member can volunteer to work on events or be in unsupervised contact with children and vulnerable people, whilst acting as a member or a volunteer for the Council,

## **2. Roles and Responsibilities**

- 2.1. The named Safeguarding representative for the Town Council is Martin Hammond, Town Clerk to the Council. His responsibility is to:-
  - Ensure the policy is being put into practice.
  - Be the first point of contact for safeguarding issues.
  - Keep a record of any concern expressed about safeguarding issues.
  - Where necessary, take further steps, such as referring concerns to other agencies.
  - Ensure that officers are given appropriate training and support on safeguarding children and vulnerable people.
  - Ensure that everyone involved with the organisation, including partners, are aware of the identity of the Safeguarding representative.
- 2.2. All workers have a duty to report any child protection or safeguarding concerns, and to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- 2.3. Officers, members or volunteer should discuss their concerns with the Safeguarding Representative, to agree the appropriate action. Risk identification may take place during a meeting, event or market organized by the Council and concerns should be reported to the event supervisor or market superintendent on duty at the time.

## **3. Safer Recruitment and Selection**

- 3.1. It is the council's policy that all officers who have contact with children and vulnerable people will be subject to the following selection and vetting process.
  - Completion of an application form and checking the person's identity by their birth certificate or passport.
  - Taking up references, preferably someone who has experience of their work or contact with children
  - An interview by at least two people.
  - Identifying reasons for gaps in employment or inconsistencies.
  - Carrying out standard checks with the Disclosure and Barring Service for all eligible officers. The Disclosure and Barring Service is able to provide checks on the following:
    - Police criminal records via the Police National Computer
    - The DBS barred lists of individuals unsuitable for working with children or adults. Information on this can be obtained from the DBS at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

- Allowing no unsupervised access to children and young people until this has been completed.
- Advice is sought about recruiting someone with a criminal record, and a risk assessment undertaken.
- An induction process that includes this policy.

#### **4. Event and volunteer management**

- 4.1. The Council organizes events throughout the year, some of them aimed at families with children, and at people under 18. Normally children and young people will be in the care of their parents or guardians, but may be in the care of event staff if, for example, they are lost or separated, or if there has been an accident or incident. The Council's procedures on accident reporting and dealing with lost children will apply in these circumstances.
- 4.2. The Council provides volunteering opportunities, most notably for someone to be the Mayor's cadet for each municipal year. The person chosen to be a cadet will usually be under 18. It is their parents' responsibility to ensure they can travel to and from engagements safely. Whilst they are at an event, they will be expected to comply with the safeguarding practice applicable to their sponsoring cadet group, and will be in the overall care of the Mayor and KTC staff who are present. The cadet will not normally be able to be present at an event where alcohol is being served.
- 4.3. Where other people undertake volunteering opportunities for the Council, this policy shall apply to them as volunteers. Anyone under the age of 18 who is a volunteer shall be in the care of a named KTC staff member, or either an elected member or a volunteer who is qualified to satisfy the terms of this policy.

#### **5. Working with External Agencies**

External agencies who work in partnership with the Town Council to provide services for children and young people or families will be required to provide evidence of their child protection/safeguarding policy or commit their staff to adopt this policy.

#### **6. Review**

This policy will be reviewed by the Safeguarding Representative on an bi-annual basis to ensure it is meeting its aims.