



## **Child Protection and Vulnerable Person Protection Policy**

### **1.0 Introduction**

As an organisation that sometimes works with children and/or vulnerable people, Whitehill Town Council's Councillors, staff, and volunteers have both a moral and a legal obligation to ensure the highest possible standard of care for those children who use our services. Children may be abused regardless of their age, racial origin, social class, gender, culture, religious belief, disability or sexual identity. Most abuse is committed by those who are known to the child and who are trusted by the child. This can be from within or outside the family.

Indicators of abuse from the Local Safeguarding Children's Board can be found online at: [http://4lscb.proceduresonline.com/chapters/p\\_rec\\_sig\\_harm.html](http://4lscb.proceduresonline.com/chapters/p_rec_sig_harm.html)

Whitehill Town Council is committed to providing safe activities and sporting opportunities for young people. To this end this Child Protection and Vulnerable Person Policy Document has been compiled. It should be read in conjunction with any other relevant policies or codes of practice. External Contractors, working on behalf of the Council, will be asked to adopt a suitable Child Protection and Vulnerable Person Policy if their work brings them into contact with children.

A vulnerable adult is a person "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of himself or herself or unable to protect him or herself against significant harm or exploitation. (1997 Consultation paper "Who Decides" issued by the Lord Chancellor's Department).

The Safeguarding Vulnerable Groups Act 2006 is available at: <http://www.legislation.gov.uk/ukpga/2006/47/contents>

The purpose of the policy is to safeguard children who come into contact with representatives of the Council and to facilitate the best possible professional practice from the council, its staff, contractors and volunteers. For the purpose of this policy "a child" means anyone under the age of 18 (The Children's Act 1989). This policy does not apply to employees of the Council who are under the age of 18. Such employees are covered by employment policies and legislation.

### **2.0 Policy Statement**

The Council is committed to ensuring that children and vulnerable persons are protected and kept safe from harm whilst they are engaged in any activity associated with the Council.

We will endeavour to achieve this by:

- Ensuring that our staff and volunteers are carefully selected, trained and supervised.
- Ensuring our councillors, staff and volunteers, whom work directly with children, undergo a DBS (Disclosure and Barring Service) check.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.

Note: The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service



Decisions on which employees/volunteers will be DBS checked will be taken by the Council's Clerk. Decisions on which Councillors will be DBS checked will be taken by the Clerk in consultation with the Councillor and his/her line manager.

DBS checks will be carried out in line with best practice and to meet the needs of the Council's service. Information about DBS checks is available online at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

## 2.1 Policy Aims

This Child Protection and Vulnerable Persons Policy is provided as part of an induction package to all councillors and those employed by this Council, whether paid or unpaid, who will have direct contact with children. The aims are:

- To create a healthy and safe environment at all activities, sport programmes and coaching sessions.
- To ensure children and vulnerable persons are listened to and kept safe from harm.
- To support and encourage parents to voice their opinions regarding the welfare of their children and to raise their awareness of the importance of asking questions about the clubs and activities to which they send their children.
- To ensure councillors, staff and volunteers, who work with children, are well informed, supported and enabled to provide the best possible practice.

## 2.2 Objectives

The objectives are:

- To raise the level of awareness of councillors, staff and volunteers about child abuse and its various forms.
- To raise the level of awareness of councillors, staff and volunteers about what children are entitled to be protected from.
- To ensure that, in conjunction with the Child Protection Code of Practice, all councillors, staff and volunteers are able to recognise signs which could signify the abuse of a child.
- To promote the general welfare, health and full development of children during all sessions.
- To develop effective procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse.

## 3 Good Practice

It is possible to reduce situations where abuse may occur. The following are more specific examples of care which should be taken when working with children:

### 4.1 You should:

- Always be publicly open when working with children. Avoid any situations where you and an individual child are completely unobserved (encourage an open environment).
- Where possible, children should not be left unattended however this will depend on age and circumstances.
- In a sports situation, where possible, parents should take on the responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, ensure that you work in pairs, and do not enter changing rooms of the opposite sex, when supervising children.



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- Where there are mixed groups, supervision, where possible, should be by a male **and** female member of staff.
- You must respect the rights, dignity and worth of every person and treat everyone equally.

## **5.0 Users of Whitehill Town Council's Facilities**

- All hirers and users of Council facilities will be made aware of Whitehill Town Council's Child Protection and Vulnerable Adult Policy at the time of booking.
- Regular hirers and users of Whitehill Town Council facilities will be required to produce evidence at the time of booking the Council facilities, of their own Child Protection and Vulnerable Adult policy if the purpose of the hire, use or activity is for children or vulnerable adults.
- Hire agreements for regular hirers or users will be reviewed annually.
- Failure to comply with these requirements may result in the hirer or user being refused permission to use Whitehill Town Council facilities.

## **6.0 What to do if you have concerns**

All staff, volunteers and elected Members of the Council have a responsibility to report concerns to the Clerk and/or the Chairman of the Council, who will refer the matter to the Police or Hampshire County Council Children's Services or Adult Services, as the appropriate authority, the contact details of which are shown at the foot of this policy.

## **USEFUL CONTACTS**

### **Hampshire County Council:**

Children's Services  
Adult Services  
Out of Hours Service

Tel 0300 555 1384  
Tel 0300 555 1386  
Tel 0300 555 1373

### **Hampshire Constabulary:**

**In an EMERGENCY 999**

**Non-Emergency 101**

## **7.0 Review of Policy**

This policy will be reviewed annually or when new legislation or guidance is issued.