



KILLAY COMMUNITY COUNCIL (CYNGOR CYMUNED CILÂ)

SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS POLICY

SECTION 1

Safeguarding is everyone's business

Safeguards are measures that an organisation should put in place to help reduce the risk of children, young people and vulnerable adults being harmed in the conduct of the organisation's activities. Everyone has a role in safeguarding.

As a local organisation that works with children, families and older people as part of its role, particularly in the facilitation of public events, Killay Community Council (KCC) has a responsibility when it comes to safeguarding. This includes running fun days and other activities where parents or guardians are present, and the co-option of Youth Representatives on to the Community Council. KCC also provides group events for older people, some of whom may be vulnerable.

This policy promotes good practice in safeguarding for those involved in meetings and activities organised by KCC. This policy applies to all Councillors and anyone working for or on behalf of KCC whether in a paid, voluntary or commissioned capacity, for example those contracted to do a piece of work.

Definitions

Children and young people: Anyone under the age of 18 years

Vulnerable Adult: Anyone over 18 who is unable to care for themselves, unable to protect themselves from significant harm or exploitation, or who may be in need of community care services.

Abuse: can include physical, emotional or sexual abuse, neglect and financial abuse/manipulation. Abuse can happen across all social groups and, as well as children or vulnerable adults being abused within their own families or communities, some children may also be abused in an institutional setting by someone known to them or, more rarely, by a stranger.

Some children or adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

SECTION 2

Promoting a safe environment

All Councillors must follow the policy and any agreed procedures and ensure that employees, Community Councillors and Youth Representatives are aware of the safeguarding policy expectations.

Killay Community Council will seek to keep children, young people and vulnerable adults safe by:

- Carrying out risk assessments of activities and premises as required, regularly reviewing these for annual/repeat events and sharing them as appropriate with partner organisations.
- Applying health and safety measures in accordance with the law and regulatory guidance.
- Ensuring that safeguarding training is provided to all Community Councillors and refreshed every 3 years.
- Sharing concerns and relevant information with agencies who need to know and managing any allegations appropriately.
- Recording and storing personal information professionally and securely.
- Making a copy of this policy available on the Community Council website.
- Sharing this policy with any agencies running activities or events in partnership with the Community Council and requiring any contractor that is working with children/vulnerable adults to provide a copy of their own safeguarding policy.
- Carrying out DBS checks in line with KCC's policy.

SECTION 3

Safe working practices

Thinking about safety and safeguarding protects both Community Councillors, staff and volunteers and members of the community. Examples of considerations include:

- Planning activities to involve more than one person being present or at least in clear sight or hearing of others. Never leaving children, young people or vulnerable adults unattended with an individual.
- With the exception of the duly appointed Youth Representative(s), all children, young people and vulnerable adults MUST be accompanied at Community Council events by a parent/guardian or responsible adult.
- Where applicable, having male and female Councillors working with a mixed group.
- Ensuring that photos or videos of individuals are not taken or published without written permission from themselves or, where applicable, their parents/carers.
- Ensuring access to a first aid kit and telephone and know fire procedures when delivering activities for the public or utilising a community facility
- Ensure that if a child, young person or vulnerable adult needs assistance with toilet trips or if first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.

SECTION 4

Youth Representatives

In compliance with The Local Government (Wales) Measure 2011, Town & Community Councils can appoint up to two individuals to act as community youth representatives. Representatives must be aged 15 to 25 years old.

Where Youth Representative(s) are aged under 18, this Safeguarding policy will apply in respect of meetings, activities and events organised by Killay Community Council.

When youth representatives are engaged in activities outside of formal meetings, Community Councillors should consider carrying out a risk assessment to identify any potential safety or safeguarding issues that might occur with the tasks that young people are asked to undertake, and depending on the nature of the tasks, getting agreement from their parents for specific activities.

SECTION 5

Reporting Concerns

If a KCC councillor, employee or volunteer becomes concerned that a child, young person or vulnerable adult is being harmed or neglected or if you believe them to be at risk from *anyone*, then the community council has a duty to refer their concerns to the relevant Safeguarding Hub (contact details below).

If a child or vulnerable adult expresses concerns to an adult (councillor, volunteer, staff member or contractor) then the adult should:

- Record the name of the child or vulnerable adult and concern.
- Not question the child or vulnerable adult – try to use and record the exact words that the child or vulnerable adult used.
- Record the time, date and location, and anyone else who was present.
- Not promise to keep a secret.
- Tell the child or vulnerable adult what they will do next.
- Not make promises that they cannot keep.

The concern and accompanying details should be reported to the KCC safeguarding lead person who may contact the City Council Social Services or the Police. The safeguarding lead person has a responsibility to follow every incident through to a satisfactory conclusion, recording each step in the process and reporting to the KCC Chair as necessary. At the conclusion of an incident the community council should discuss the issues raised and consider any lessons learned and, if necessary, update the Safeguarding Policy.

Allegations concerning KCC councillors or staff

All councillors, staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. Communications, behaviour and interaction with the public should be appropriate and professional.

In the event of a safeguarding concern or allegation against a councillor, employee or volunteer, the person receiving the allegation will immediately inform the Chair of the Community Council (or in the event that the allegation concerns the Chair, the Vice-Chair). No attempt should be made to investigate or take action before consultation with Swansea City Council's specialist safeguarding teams. The Community Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the Safeguarding Team.

CONTACTS

Safeguarding lead for KCC: Cllr Mary Jones
Deputy Safeguarding lead: Cllr Sarah Gee

For Under 18's: contact the City Council's Swansea Single Point of Contact (SPOC) or the police:

Singlepointofcontact@swansea.gov.uk or 01792 635700

For a vulnerable adult: contact the City Council's Adult Safeguarding Team:

AdultSafeguardingTeam@swansea.gov.uk or 01792 636519.

In emergencies **outside of office hours** contact the Urgent Out of Hours Social Worker Swan.OOHSW@swansea.gov.uk or 01792 636888

Wherever possible, consent should be obtained before sharing personal information with third parties.

POLICY REVIEW

This safeguarding policy will be updated as and when such legislative/best practice changes take place or at least every three years from the date of adoption or review.

Version 1. Date Adopted: June 2023.

Version 2. Date Adopted: September 2025

Signed:



Clerk to the Community Council: Sue Bagley