



KILLAY COMMUNITY COUNCIL (CYNGOR CYMUNED CILÂ)

SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS POLICY

SECTION 1

Policy Statement

Everyone has a duty to safeguard children, young people and vulnerable adults. Safeguards are measures that an organisation should put in place to help reduce the risk of children, young people and vulnerable adults being harmed.

This policy promotes good practice in safeguarding for those involved in meetings and activities organised by Killay Community Council. The Community Council will review this policy annually.

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 may be in need of community care services

Background: What should be a cause for concern

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.

To whom this policy applies

This policy applies to all Councillors and anyone working for or on behalf of Killay Community Council whether in a paid, voluntary or commissioned capacity, for example those contracted to do a piece of work.

SECTION 2

Promoting a safe environment

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

In order to promote a safe environment for children, young people and vulnerable adults, Killay Community Council will:

- Provide safe facilities and carry out risk assessments of activities as required.
- Share the policy with any contractors or agencies engaged to run activities together with or on the Community Council's behalf.
- Ensure that any members of staff, Community Councillors and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties undergo appropriate Disclosure and Barring Service ("DBS") checks BEFORE commencement of such duties.
- Make a copy of the policy available on the Community Council website.

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:

- Never leaving children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check. 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.

- Planning activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- 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, 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.
- When working outside, ensuring activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Commented [SG1]: Re this bullet point - is this intended to apply solely to children, young people and vulnerable adults? Or anyone? As a general point I wouldn't take a photo of anyone and publish it without their permission - even if not illegal it avoids problems. Will see what others think.

SECTION 4

Reporting Concerns

If you think that a child (anyone under the age of 18) is being harmed or neglected, or you believe them to be at risk, you should contact the City Council's [Swansea Single Point of Contact \(SPOC\)](#) or the police:

Singlepointofcontact@swansea.gov.uk or 01792 635700

Similarly, if you are concerned that a vulnerable adult is being neglected or abused then you should contact the City Council's Adult Safeguarding Team:

AdultSafeguardingTeam@swansea.gov.uk or 01792 636854.

Allegations against staff and Councillors

In the event of a safeguarding concern or allegation against staff/Community Councillors concerning children under 18 or vulnerable adults, 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.

Commented [SG2]: I don't think dispute resolution procedures are relevant here - I would seek advice from Swansea City Council safeguarding team in this event

SECTION 5

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.

REVIEW

This safeguarding policy will be updated as and when such legislative/best practice changes take place or at least annually.

June 2023