



Howden Town Council



## **Safeguarding Policy**

### **1. Introduction**

Howden Town Council is committed to promoting and safeguarding the welfare of children, young people, and vulnerable adults who are involved in or affected by the services, activities, or events we provide. The council recognises its responsibility to ensure that all individuals are protected from harm, abuse, neglect, and exploitation, and that appropriate action is taken where necessary.

This policy outlines the procedures for safeguarding, the roles and responsibilities of council members, staff, and volunteers, and the actions to take in the event of safeguarding concerns.

### **2. Aims and Objectives**

The purpose of this policy is to:

- Ensure that all council members, employees, and volunteers understand their responsibility to safeguard children, young people, and vulnerable adults.
- Create an environment where the well-being and safety of individuals are the highest priority.
- Provide guidance on how to report concerns about safeguarding.
- Establish procedures for responding to allegations of abuse or neglect.

### **3. Scope of the Policy**

This policy applies to:

- All members of Howden Town Council including elected officials.
- All council employees and contractors.
- All volunteers and individuals involved in council-run activities or services.
- All locations where the council provides services or events.

### **4. Legal Framework**

This policy is based on national and local safeguarding guidelines, including:

- The Children Act 1989 and 2004



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- Safeguarding Vulnerable Groups Act 2006
- The Care Act 2014
- Working Together to Safeguard Children (2018)
- Any relevant local safeguarding boards and multi-agency procedures

## 5. Definitions

- **Child/Children:** Any individual under the age of 18.
- **Vulnerable Adult:** An adult who may be at risk of harm due to age, illness, disability, or other circumstances.
- **Safeguarding:** The action taken to prevent the abuse or neglect of children and vulnerable adults.

## 6. Principles

The key principles underpinning the safeguarding policy are:

- The welfare of children, young people, and vulnerable adults is paramount.
- All individuals have the right to be protected from abuse, neglect, and exploitation.
- All staff and volunteers must be properly trained and vetted to work with vulnerable individuals.
- The council will adopt a zero-tolerance approach to all forms of abuse or neglect.

## 7. Safeguarding Responsibilities

- **Council Members:** Ensure that safeguarding is a priority in all decisions and activities.
- **Staff and Volunteers:** Adhere to the safeguarding policy, attend regular training, and report any concerns to the Designated Safeguarding Lead (DSL).
- **Designated Safeguarding Lead (DSL):** Sarah Boggitt (Proper Officer) will be the main point of contact for safeguarding concerns, provide guidance, and ensure that safeguarding procedures are followed.

## 8. Code of Conduct

All staff, volunteers, and council members must:



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- Treat all individuals with dignity and respect.
- Avoid situations where they may be alone with a child or vulnerable adult unless absolutely necessary and appropriate.
- Ensure that appropriate consent is obtained for activities involving children or vulnerable adults.
- Report any concerns about the safety or welfare of an individual promptly.
- Maintain confidentiality, sharing information only on a need-to-know basis with the appropriate authorities.

## **9. Training and Awareness**

- All staff and volunteers will receive regular safeguarding training appropriate to their role.
- Elected members of the council will be offered safeguarding awareness sessions.
- The council will ensure that new staff and volunteers undergo appropriate safeguarding checks before starting their work.

## **10. Reporting and Responding to Concerns**

If you have a concern about a child, young person, or vulnerable adult, you must report it immediately to the DSL. If the concern involves the DSL, it should be reported to the council's chairperson or an alternative safeguarding lead.

### **Steps for Reporting:**

- Record the concern accurately, including dates, times, and descriptions.
- Report to the DSL or designated person as soon as possible.
- If there is an immediate risk of harm, contact the police or social services immediately.

## **11. Confidentiality**

All safeguarding concerns and reports will be treated with confidentiality. Information will only be shared with those who need to know, including relevant authorities. Confidentiality should not override the need to safeguard individuals.

## **12. Monitoring and Review**



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This safeguarding policy will be reviewed on an annual basis, or sooner if necessary, to ensure that it remains relevant and effective. The council will also review its safeguarding practices and procedures to identify areas for improvement.

### **13. Contact Information**

Designated Safeguarding Lead (DSL):

Sarah Boggitt

01430 430111

clerk@howden-tc.gov.uk

#### **Social Services Emergency Contact:**

East Riding of Yorkshire Council

01482 393939

#### **Police Non-Emergency Contact:**

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This policy to be reviewed annually.