

**QUEDGELEY TOWN COUNCIL  
CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS PROTECTION  
POLICY**

**Safeguarding Children, Young People and Vulnerable Adults**

<b>Introduction</b>
Everyone has a duty to safeguard children, young people and vulnerable adults.
This policy outlines practice that will promote the safety of children, young people and vulnerable adults using QTC facilities. The policy will be reviewed by the Town Council on an annual basis.
<b>Definitions</b>
<b>Children and young people:</b>
Anyone under the age of 18 years
<b>Vulnerable Adult:</b>
Anyone over 18 who is:
<ul style="list-style-type: none"> <li>• Unable to care for themselves</li> <li>• Unable to protect themselves from significant harm or exploitation</li> <li>• Or may be in need of community care services</li> </ul>
<b>Employees and Councillors:</b>
Anyone working for, or on behalf of QTC whether paid or voluntary
<b>Substantial Access</b>
<ul style="list-style-type: none"> <li>• Where an individual is regularly caring for, training or supervising a child, young person or vulnerable adult</li> <li>• Where an individual has sole charge of children, young people or vulnerable adults</li> </ul>
<b>Promoting a safe environment</b>
In order to promote a safe environment for children, young people and vulnerable adults, QTC wishes to promote a safeguarding culture in its premises and activity areas. In order to achieve this, QTC will:
<ul style="list-style-type: none"> <li>• Provide safe facilities and undertake regular safety assessments.</li> <li>• Publish a written Code of Conduct for users of Town Council facilities. Copies of the code will be displayed in Town Council buildings and on the council website.</li> <li>• Ensure that employees, councillors and group leaders of activities in the town council facilities are aware of the safeguarding culture.</li> <li>• Require employees and councillors who come into regular unsupervised contact with children, young people or vulnerable adults during the course of their duties to undergo appropriate DBS checks. These checks to be repeated as required. The Clerk will keep a record of employees and councillors who have undergone DBS checking. Portability of DBS checks will be acceptable where there is no other prohibitive evidence.</li> <li>• Maintain channels of communication with leaders of groups involving children, young people and vulnerable adults through the town council's representatives on the Youth Town Council.</li> </ul>

<ul style="list-style-type: none"> <li>• Make available on public notice boards and to employees and councillors, the contact details of the Social Services Duty Officer, NSPCC and Childline.</li> </ul>
<p>Employees and councillors have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed onto the Social Services Duty Officer.</p>
<p><b>Hiring of facilities to groups for use with children, young people or vulnerable adults when group leaders have a regular and substantial access and parents/carers are not present</b></p>
<p>QTC will require the hirer to:</p>
<ul style="list-style-type: none"> <li>• Have membership of a National Governing Body (NGB) or similarly recognised body</li> <li>• Have public liability insurance</li> <li>• Have a suitable safeguarding children, young people and vulnerable adults policy or agree to work to the QTC's policy</li> <li>• Have a register giving the name of the group members' GP for use in emergencies and any details of allergies or medical condition which parents or carers feel group leaders need to know about.</li> <li>• Ensure group leaders have valid DBS checks</li> <li>• Comply with the NGB Coach/Pupil ratios</li> <li>• Do risk assessments for individual activities</li> <li>• Ensure group leaders are aware of the whereabouts of the first aid box</li> <li>• Ensure that group leaders make their members aware of the QPC code of conduct and ensure that it is followed whilst using parish facilities</li> </ul>
<p><b>Hiring of facilities for children's parties</b></p>
<p>Hirers must satisfy the following:  Adequate adult supervision is to be provided  They are aware of the Code of Conduct for Town Council facilities and are prepared to comply with it.</p>

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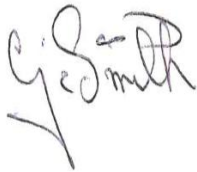
Setting the Right Context for Safe Working
<b>Where QTC facilities are hired to external groups for use with children, young people or vulnerable adults when the group leader has substantial access and parents/carers are not present, the group leader will need to have a suitable safeguarding policy or work to that of QTC and follow this context for safe working. This is designed to protect participants and to protect those running or assisting with groups from allegations of poor practice or abuse.</b>
<b>Safe Context</b>
Implement the safeguarding children, young people and vulnerable adults policy and procedures at all times Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a DBS check. Do not allow allegations to go unchallenged, unrecorded and reported
<b>Good Preparation</b>
Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, inform others of your whereabouts and intended action
Where possible, have male and female leaders working with a mixed group
Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer)
Ensure photos or videos are not taken without written permission from parents/carers (example permission slip is available from the Clerk)
Ensure you have access to a first aid kit and telephone and know fire procedures
Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required that this is carried out in pairs or in the latter case, that it is carried out where you can be seen
Ensure appropriate clothing is worn by yourself and those participating at all times
When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible
<b>Setting the Right Environment</b>
<ul style="list-style-type: none"> <li>• Set an example you wish others to follow</li> <li>• Treat everyone with respect</li> <li>• Ensure everyone has an equal opportunity to participate</li> <li>• Do not show favouritism</li> <li>• Do not do things of a personal nature that individuals cannot do for themselves</li> <li>• Deal firmly and fairly with attention seeking behaviour</li> </ul>

## CODE OF CONDUCT FOR USERS OF TOWN COUNCIL FACILITIES

**In order to support a safeguarding culture for all users of town council facilities, we have developed a code of conduct. This will help to ensure a safe and friendly atmosphere for all activities and events. In this spirit, we request all users to:**

- Treat each other with respect
- Show consideration for other groups using the facilities
- Treat the facilities provided with due care and respect
- Provide an example of good conduct that you wish others to follow
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, town councillors, the town clerk or parents and carers, as appropriate
- Encourage an open atmosphere within user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of activities

Reviewed and agreed by Full Council on Monday 15<sup>th</sup> July 2019



Signed:  
Graham Smith – Chair

Minute Ref:FC.058/19-20