



Safeguarding Statement

Reepham Town Council acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable persons and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

This policy is the responsibility of all councillors and staff connected to Reepham Town Council and applies to the Town Council in its role as sole Charity Trustee of Stimpson's Piece.

The Town Council recognise the need to ensure the welfare of children and vulnerable persons when they come into contact with the services we provide.

We all have a responsibility to report any safeguarding concerns over the welfare of children and vulnerable persons. This extends to the identification of signs of abuse; poor practice by staff, councillors and others acting for or on behalf of the Council, and allegations brought to our attention by a member of the public. Reporting safeguarding concerns can prevent serious abuse or harm from happening, or from escalating.

Staff and Councillors must not attempt to investigate abuse themselves; neither must they confront anyone who is allegedly responsible for abuse nor tell them that the allegations have been made about them.

The Officer responsible for the receipt of concerns and forwarding them on is the Clerk. There should be no delay in reporting concerns if the Clerk is absent.

Report safeguarding allegations or concerns to Norfolk County Council Children's or Adult's services at the earliest possible opportunity, and at least within 24 hours. **If it is out of office hours or in an emergency then contact Multi Action Safeguarding Hub on 0344 80 8020.**

Dial 999, if a child, young person or vulnerable adult may be in imminent danger or a criminal offence may have been committed.

Allegations against a Councillor or member of staff

If someone witnesses behaviour by a Councillor, member of staff, contractor or partner, or an allegation is made about them that indicates that they have, or may have:

- Harmed a child or vulnerable person, or put them at risk of harm

- Possibly committed a criminal offense against or related to a child or vulnerable person
- Behaved in a way that indicates they may pose a risk of harm to children or vulnerable people

They must report it as a safeguarding concern to the Police and / or NCC Children's or adult's services at the earliest possible opportunity.

A Councillor or member of staff must report any allegation made against them to the Clerk or Chair of the Council.

Safeguarding concerns and allegations relating to staff will be dealt with in accordance with the Disciplinary Policy Procedure (including instances where the member of staff resigns or leaves). However, investigations by the responsible authorities will take precedence over internal council procedures relating to conduct. The Clerk or Chair of the Council will liaise with the responsible authorities to agree the appropriate course of action.

The Clerk or Chair of the Council will seek advice from Norfolk County Council Children's or Adult's Services or Police prior to informing a member of staff of an allegation against them. The Clerk or Chair of the Council will offer appropriate welfare support to the member of staff and ensure that they are kept appropriately informed during any investigation process.

In accordance with the law, the council will refer to the Disclosure and Barring Service (DBS) any member of staff

- Who was dismissed because they harmed a child or adult;
- Who was dismissed or removed from working in a regulated activity because they might have harmed a child or adult otherwise;
- Who would have been dismissed for either of these reasons, but they resigned first; or
- Who works with children or vulnerable adults in regulated activity and has been cautioned or convicted for a relevant offence.

Safeguarding concerns and allegations relating to Councillors will be referred to the Monitoring Officer and dealt with in accordance with the Code of Conduct of Members of the Council.

Appropriate information will be made available to staff and councillors in the form of this policy and any necessary training.

External Organisations working with, for or on behalf of the Council

The Council works with and through a number of external organisations such as charities, contractors, other public sector bodies etc.

Where these external organisations are likely to have significant contact with children, young people or vulnerable adults as a direct result of their work for, on behalf of, or in partnership with the council, they are required to have safeguarding procedures, such as safe recruitment and selection processes, in place. They must be made aware of this policy and must provide the council with a copy of their safeguarding procedure.

Monitoring

This Statement will be reviewed annually or as and when changes occur in legislation and/or government guidance.

Signed on behalf of Reepham Town Council:

Date adopted / reviewed: 8th March 2017 minute reference TC17/48