



## Safeguarding Policy

**Adopted on:**

**Minute Reference:**

**Review Date:**

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### **1. Purpose**

This policy outlines the responsibilities of Frodsham Town Council in protecting and promoting the welfare of children, young people, and adults at risk. It applies to all employees, councillors, volunteers, contractors, and partners who may encounter vulnerable individuals through their work with the council.

### **2. Scope**

This policy covers:

- Children and young people under the age of 18.
- Adults at risk (aged 18 or over) who may need care and support due to age, disability, mental or physical illness, or who may be unable to protect themselves from harm or exploitation.

### **3. Policy Statement**

Frodsham Town Council believes that all individuals, regardless of age, gender, ability, race, religion, or sexual orientation, have the right to live free from harm, abuse, and exploitation.

The Council is committed to:

- Promoting the welfare of children and vulnerable adults.
- Ensuring robust safeguarding practices in its services and events.
- Responding promptly and appropriately to safeguarding concerns.

### **4. Legal Framework**

This policy is guided by:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (2018)
- The Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018 and UK GDPR

## **5. Responsibilities**

### **5.1 The Council Will:**

- Appoint the Town Clerk as the Designated Safeguarding Lead (DSL)
- Provide safeguarding training for staff, councillors, and volunteers.
- Maintain clear procedures for reporting safeguarding concerns.
- Work in partnership with local safeguarding boards and statutory services.

### **5.2 Councillors, Staff, Volunteers and Contractors Must:**

- Understand and follow this policy and related procedures.
- Attend safeguarding training where relevant.
- Immediately report any safeguarding concerns to the DSL.

## **6. Designated Safeguarding Lead (DSL)**

The DSL is responsible for:

- Receiving and recording safeguarding concerns.
- Liaising with external agencies such as police or social services.
- Supporting and advising staff and volunteers.
- Keeping records securely and confidentially.

**DSL:** Jo O'Donoghue, Town Clerk, [townclerk@frodsham.gov.uk](mailto:townclerk@frodsham.gov.uk)

## **7. Recognising Abuse**

Abuse can take many forms, including:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Financial or material abuse (particularly for adults at risk)
- Discriminatory abuse
- Domestic abuse
- Modern slavery

All concerns, regardless of how minor they may seem, should be reported.

## **8. Reporting a Concern**

- Report any concerns immediately to the DSL.
- In an emergency or if a crime is in progress, contact the police on 999.
- Concerns can also be reported to local safeguarding partners:
  - **Children:** Integrated Access and Referral Team (i-ART) on 0300 123 7047. If you have an urgent concern outside of their office hours (8:30am to 5pm

Monday to Thursday, and 8:30am to 4:30pm on Friday), you should contact the Emergency Duty Team on 01244 977277

- **Adults:** Adult Social Care Portal on 0300 123 7034. If you have an urgent concern outside of their office hours (8:30am to 5pm Monday to Thursday, and 8:30am to 4:30pm on Friday), you should contact the Emergency Duty Team on 01244 977277.

## **9. Confidentiality and Information Sharing**

All information relating to safeguarding will be:

- Treated confidentially.
- Only shared with appropriate agencies on a need-to-know basis.

## **10. Safer Recruitment**

The council will:

- Carry out appropriate background checks (DBS) for roles involving contact with vulnerable groups.
- Use safer recruitment practices in all hiring and volunteer appointments.

## **11. Training**

The council will ensure that:

- The DSL receives regular safeguarding training.
- Staff, councillors, and volunteers receive appropriate awareness training.

## **12. Monitoring and Review**

This policy will be:

- Reviewed annually or in response to changes in legislation.
- Updated as needed to reflect best practice and guidance.