



EMERSONS GREEN TOWN COUNCIL

# Safeguarding Policy

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Approved by: Finance and Partnership Committee

Next Review date: February 2029 (Subject to changes in Legislation)

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## 1. Introduction

Emersons Green Town Council provides the following activities:

- Youth Club Services
- Youth Outreach Services
- Public Meetings
- Public Events
- Public Visits

Whilst these may not include direct services or support for children, young people, and adults at risk, Emersons Green Town Council recognises that safeguarding those members of society is everyone's business and that all may become vulnerable at many stages in their lives.

Therefore, Emersons Green Town Council is committed to ensuring that the Council, volunteers, and those who participate in activities run by the organisation have an understanding of Safeguarding Children, Young People, and Adults at Risk and what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.

Therefore, this policy applies to all staff, including senior managers, members of the Council, volunteers and sessional workers, agency staff, students, or anyone working on behalf of Emersons Green Town Council, to safeguard children and young people, and adults at risk.

Emersons Green Town Council has appointed The Senior Youth Officer (Youth Liasion Officer) as the named safeguarding lead. This is backed up by additional Senior Officers.

## 2. Safeguarding Children

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely;

- Working Together to Safeguard Children 2023: You can access this guidance [here](#)
- Information sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers. 2024: You can access this guidance [here](#)
- Special educational needs and disability (SEND) code of practice: 0-25 years 2015: You can access this guidance [here](#)

In addition, reference is made to the documents listed in the table below:

The Children Act 1989	United Convention of Rights of the Child 1991
Data Protection Act 2018/ General Data Protection Regulation	Human Rights Acts 1998
Sexual Offences Act 2003	The Children Act 2004
Safeguarding Vulnerable Groups Act 2006	Protection of Freedoms Act 2012

### **Safeguarding and Promoting the Welfare of Children:**

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

(Working Together to Safeguard Children 2018)

### **Safeguarding is Everyone's Responsibility:**

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

In order that organisations, agencies and practitioners collaborate effectively, it is vital that everyone working with children and families, including those who work with parents/carers, understands the role they should play and the role of other practitioners. They should be aware of, and comply with, the published arrangements set out by the local safeguarding partners.

(Working Together to Safeguard Children 2018)

Emersons Green Town Council believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all

children and young people and adults at risk and to keep them safe. We are committed to practice in a way that protects them.

Abuse can take various forms:

- Physical
  - Emotional
  - Neglect
  - Sexual
  - Child Sexual Exploitation
  - On Line abuse
- (See Appendix A for further details)

### **Open Access Youth Provision and Organised Community Events:**

Emersons Green Town Council delivers Community Youth provision through open access sessions. These sessions are designed to be inclusive and voluntary, and are run without parents or carers present, in line with established youth work principles that promote young people's independence, participation, and personal development.

Open access sessions are available to young people within the agreed age range for the provision. Attendance is based on informed consent from the young person. Parents and carers are made aware of the nature of the service through published information, registration processes, and/or community communications.

The absence of parents or carers during sessions does not reduce Emersons Green Town Council's safeguarding responsibilities. Emersons Green Town Council recognises that young people attending without a responsible adult present may require enhanced safeguarding measures. To mitigate risk, the following safeguards are in place:

- All sessions are staffed by appropriately trained youth workers who have undergone relevant safeguarding checks.
- A minimum staffing ratio is maintained at all times, and lone working with young people is avoided wherever possible.
- Staff are trained to recognise and respond to safeguarding concerns, disclosures, and signs of abuse or exploitation.
- Clear codes of conduct and professional boundaries are adhered to by all staff and volunteers.
- Sessions take place in risk-assessed venues, with regular reviews of activities and environments.
- Clear procedures are in place for managing behaviour, emergencies, and situations where a young person may be at risk.

Whilst young people attend sessions independently, staff maintain appropriate supervision throughout. Emersons Green Town Council does not assume parental responsibility; however, we accept a duty of care to take all reasonable steps to safeguard and promote the welfare of young people while they are engaged in the provision.

Where Emersons Green Town Council commissions or works in partnership with other agencies to deliver aspects of the Community Youth provision, those agencies are required to:

- Hold their own up-to-date safeguarding and child protection policies that are appropriate to their role and the activities they deliver;
- Ensure their staff and volunteers are suitably trained, vetted, and aware of their safeguarding responsibilities;
- Operate in accordance with relevant legislation, statutory guidance, and recognised safeguarding standards.

Emersons Green Town Council will seek assurance that commissioned agencies' policies and practices align with its own safeguarding expectations and will work cooperatively to ensure the welfare of all young people using the provision.

All volunteers, committee members, officers, and those involved in delivering activities on behalf of Emersons Green Town Council are provided with an induction to this Safeguarding Policy and associated procedures. This ensures that everyone understands the different forms abuse may take, their safeguarding responsibilities, and how to report any concerns in line with agreed procedures.

The organisation has a Designated Safeguarding Lead (DSL), who is the Senior Youth Officer. The DSL has responsibility for overseeing safeguarding and child protection matters across the organisation, providing advice and support to staff and volunteers, and acting as the main point of contact for safeguarding concerns. The DSL liaises with statutory agencies and other relevant partners where required and ensures that safeguarding concerns are appropriately recorded and managed in accordance with this policy.

All senior officers are required, as a minimum, to hold Designated Safeguarding Lead (DSL) Level 3 training, which is kept up to date in accordance with statutory guidance. All other staff, volunteers, and committee members are required to undertake basic safeguarding training appropriate to their role to ensure they understand safeguarding principles, indicators of abuse, and reporting processes.

All Emersons Green Town Council organised community events with children are run with the parents or carers of the children present. Volunteers and Management Committee members are not permitted at any time to be alone with children.

### **3. Safeguarding Adults at Risk**

Safeguarding is aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect. In these cases, local services must work together to spot those at risk and take steps to protect them. (The Care Act 2014)

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

The following six key principles underpin all adult safeguarding work:

1. Empowerment: people being supported and encouraged to make their own decisions and give informed consent.
2. Prevention: it is better to take action before harm occurs.
3. Proportionality: the least intrusive response appropriate to the risk presented.
4. Protection: support and representation for those in greatest need.
5. Partnership: local solutions through services working with their communities – communities have a part to play in preventing, detecting and reporting neglect and abuse.
6. Accountability: accountability and transparency in safeguarding practice.

#### **Definition of Adults at Risk**

An adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

(The Care Act 2014)

The Definition of an Adult covers all people over 18 years of age.

The Care Act also recognises the key role of Carers in relation to safeguarding. For example a carer may witness or report abuse or neglect; experience intentional or

unintentional harm from the adult they are trying to support or a carer may (unintentionally or intentionally) harm or neglect the adult they support. It is important to view the situation holistically and look at the safety and well-being of both. The Act makes it clear throughout, the need for preventing abuse and neglect wherever possible. Observant professionals and other staff making early, positive interventions with individuals and families can make a huge difference to their lives, preventing the deterioration of a situation or breakdown of a support network.

### **Abusive Behaviour May Include:**

Abuse is something that is done to another person, without their full understanding or consent, which harms them in some way. It may consist of a single act or repeated acts. Abuse may be carried out deliberately or unknowingly.

Abuse or neglect, can take many forms and the circumstances of the individual case should always be considered. The following is a list of the types of abuse and neglect that can occur.

- Physical abuse; hitting, slapping, punching, burning
- Domestic violence and abuse; including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- Sexual abuse; rape, indecent assault, inappropriate touching.
- Psychological abuse and emotional abuse; threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse; stealing, selling assets.
- Modern slavery: Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Discriminatory abuse; including racist, sexist, based on a person's disability and other forms of harassment)
- Organisational abuse: Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home or poor professional practice as a result of the structure, policies, processes and practices within an organization.
- Neglect and acts of omission; leaving in soiled clothes, failing to feed properly.
- Self-neglect: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

People may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however the decision

about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.

#### 4. Advice and Information

##### For Adults at Risk

If you have concerns about the safety or wellbeing of an adult at risk, you can contact:

- South Gloucestershire Council Adult Safeguarding Team  
Telephone (office hours): 01454 868007  
Out of hours/weekends: 01454 615165 [[beta.south...los.gov.uk](#)]
- South Gloucestershire Safeguarding Adults Board:  
<https://sites.southglos.gov.uk/safeguarding/> [[sites.sout...los.gov.uk](#)]

If an adult is in immediate danger, dial 999 and ask for police assistance

##### For Children and Young People

If you are concerned about the safety or welfare of a child or young person, contact:

- South Gloucestershire Access and Response Team (ART)  
Telephone (office hours): 01454 866000  
Out of hours/weekends: 01454 615165 [[life.south...los.gov.uk](#)]
- South Gloucestershire Children's Partnership website:  
<https://sites.southglos.gov.uk/safeguarding/children/> [[sites.sout...los.gov.uk](#)]
- South West Child Protection Procedures:  
<https://www.proceduresonline.com/swcpp/southglos/index.html> (multi-agency regional procedures)

If a child is in immediate danger, dial 999 and ask for police assistance.

#### 5. Reporting Concerns

- If you believe a crime may have been committed, contact the Police on 101 or 999 in an emergency.
- Volunteers, staff, and Management Committee members must report any safeguarding concern about a child or adult at risk to the Named Safeguarding Lead and the Chair of the Management Committee.
- If the concern relates to the Safeguarding Lead or the Chair, it must instead be reported to the Vice Chair, who will contact the appropriate South Gloucestershire Council safeguarding team using the contact details above.

Be open and honest with the individual (and/or their family, where appropriate) from the outset about why, what, how, and with whom information may be shared. Seek agreement unless it is unsafe or inappropriate to do so.

This approach aligns with statutory safeguarding guidance, including Working Together to Safeguard Children and Care Act 2014 principles (information-sharing exceptions where safety is at risk).

Where possible, agreement should be obtained from any adult before sharing personal information with third parties.

## **6. Record Keeping**

If a concern is raised this should be documented and sent through to the Town Clerk and Responsible Financial Officer of Emersons Green Town Council.

## **7. Managing Allegations Against Staff or Volunteers**

Emersons Green Town Council is committed to responding to all allegations involving staff or volunteers in a fair, transparent, and robust manner. Any allegation made will be fully investigated, and the Council will ensure that staff and volunteers are appropriately supported throughout the process.

It is essential that all allegations are thoroughly examined in line with safeguarding procedures, so that concerns can be substantiated or unsubstantiated. This process protects children, young people, adults at risk, and the staff or volunteers involved. All allegations must be reported to a senior manager within one working day of the concern being raised.

Where an allegation involves a member of staff or volunteer working with Children, Young People, or Adults at Risk, it must also be reported to the South Gloucestershire Local Authority Designated Officer (LADO) on 01454 866000. The LADO is responsible for overseeing and coordinating the response to allegations against individuals in positions of trust.

It is important to recognise that abuse is defined by its impact on the individual, not the intention of the person causing harm. A failure to meet an individual's care needs can be damaging whether it occurs deliberately or because a carer is no longer able to cope; the support required will vary according to the circumstances.

People who behave abusively can come from any background or walk of life.

Abusers may include professionals such as doctors, nurses, social workers, advocates, paid staff, volunteers, or others in a position of trust. They may also be family members, friends, neighbours, or other service users.

## **8. Contact Details for Allegations**

Local Authority Designated Officer (LADO):

Tina Wilson. Tel: 01454 866000

## **9. Document Control and Amendments**

This Policy may be amended, replaced or withdrawn at any time.

The latest version will be available on our website <https://emersonsgreen-tc.gov.uk/>

## Appendix A: Glossary

Item	Definition
Children	Anyone who has not yet reached their 18 <sup>th</sup> Birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.
Safeguarding and promoting the welfare of children	Defined for the purposes of this guidance as: a) protecting children from maltreatment b) preventing impairment of childrens health or development c) ensuring that children are growing up in circumstances consistent with the provision of safe and effective care. d) taking action to enable all children to have the best outcomes
Child Protection	Part of the safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.
Physical Abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Emotional Abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say and how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying),

	causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
Sexual Abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex), or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
Child Sexual Exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: <ul style="list-style-type: none"> <li>a) provide adequate food, clothing, and shelter (including exclusion from home and abandonment)</li> <li>b) protect a child from physical and emotional harm or danger</li> <li>c) ensure adequate supervision (including the use of inadequate care-givers)</li> <li>d) ensure access to appropriate medical care or treatment</li> </ul> It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
Extremism	Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith of

	<p>denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primary of democracy and the rule of law in our society.</p> <p>Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.</p>
Young Carer	<p>A young carer is a person under 18 who provides or intends to provide care for another person (of any age, except generally where that care is provided for payment, pursuant to a contract or as voluntary work).</p>
Parent Carer	<p>A person aged 18 or over who provides or intends to provide care for a disabled child for whom the person has parental responsibility.</p>
Education, Health and Care Plan	<p>A single plan, which covers the education, health and social care needs of a child or young person with special educational needs and or/a disability (SEND). See the Special Educational Needs and Disability Code of Practice 0-25 (2014)</p>