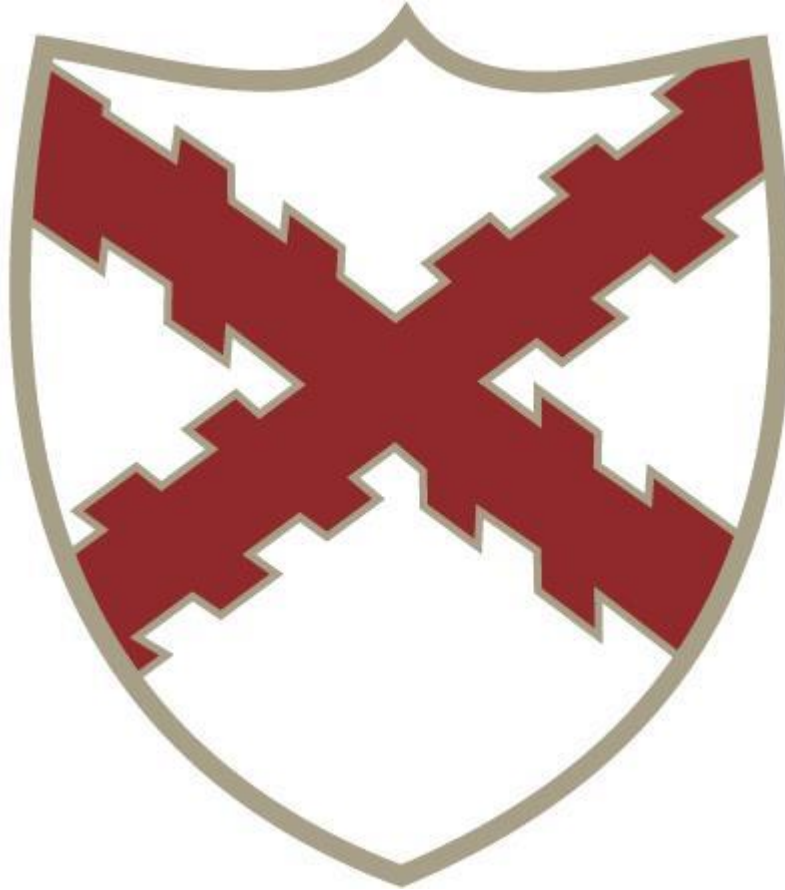


ST. AUSTELL TOWN COUNCIL



Safeguarding Policy Child Protection and Vulnerable Adults

Responsible Officer:	Town Clerk
Date approved:	13 th April 2026
Date of review:	April 2028

Policy Statement

St. Austell Town Council is committed as far as reasonably practical to ensuring that all children and adults with care and support needs are protected and kept safe from harm whilst they are engaged in any activity managed by the Town Council.

- 1.1 St. Austell Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and promotes a safeguarding culture and environment.
- 1.2 The welfare of children and vulnerable adults is paramount.
- 1.3 All children and vulnerable adults have the right to protection from abuse.
- 1.4 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- 1.5 All staff, volunteers and elected members of the Council have a responsibility to report concerns to the Safeguarding Officer who will if necessary then report it as outlined below.
- 1.6 All staff, volunteers and elected members are not to deal with situations of abuse or to decide if abuse has occurred, they should report it to the Safeguarding Officer.
- 1.7 The Town Clerk, is the responsible officer for implementing this policy and the Town Clerk is the named person for Child Protection & Safeguarding within St. Austell Town Council.

Definitions

Child: any person under the age of 18.

Vulnerable Adult: any person over 18 who may be unable to protect themselves from harm or exploitation due to factors such as illness, age, mental illness, disability or other impairments.

Policy Objective

- To ensure that, all facilities and activities offered by the Town Council are designed and maintained to limit risk to children and vulnerable people.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.

Aims

The aim of this policy document is to guide members of St. Austell Town Council should any safeguarding children issue or any issues with vulnerable adults arise during their work.

Responsibilities and Procedures

The Town Clerk is the designated Safeguarding Officer and their responsibilities include:

- Putting procedures in place so that volunteers and key third parties are appropriately briefed before any Town Council-organised event with children or vulnerable people.
- Ensuring that where Town Council members and staff are likely to be involved with children during the performance of their duties, they are mindful of the risk they face.
- Ensuring that all staff and councillors likely to be involved in supervision of children or vulnerable adults during the performance of their own duties are DBS checked.
- Ensuring that DBS records and associated paperwork is stored confidentially and that relevant procedures are drawn up.
- Ensuring that volunteers are used appropriately, and those recruited to work specifically with children or vulnerable adults are interviewed and DBS checks are carried out where appropriate to the duties.
- Where the Council may provide care or supervision services to children or vulnerable adults, it expects that all those using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Decisions on whether any person should be DBS checked will be made by the Safeguarding Officer.

Procedures

All staff, councillors and volunteers are to be directed to this Safeguarding Policy ahead of any relevant event or activity.

All DBS information received will be stored electronically in an access-restricted folder or in physical copy in a locked filing cabinet held in the town clerk's office.

Staff, councillors and volunteers will adhere to the 'List of Recommended Behaviour' namely:

- Avoid being in one room alone with a child or vulnerable person.
- Not to play close physical contact games.
- Adults to wear appropriate clothing at all times.
- Ensure that any accidents are recorded in an accident book.
- Never do anything of a personal nature for a young person or vulnerable adult.
- Keep records in an incident book of any allegations a young person or vulnerable adult may make to any member or volunteer.
- If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is reported to Cornwall Council multi-agency Referral Unit (MARU) for investigation. Should the Safeguarding Officer be unavailable, responsibility for reporting to Cornwall Council's MARU falls to the person who has raised the concern.
- Sharing information about safeguarding and good practice with partner organisations, councillors, employees and volunteers.
- In the event of a third party working directly for the Town Council, being deemed to be working in any area where children may be at risk, then that contractor will be asked to provide their Safeguarding Policy and if required, appropriate evidence of DBS checks on individuals.

Referrals

In the event that there are concerns for a child or a vulnerable adult in which the Council deems that further assistance is needed, the Safeguarding Officer will make a referral to either of the following for guidance and support:

For children

Cornwall Council Safeguarding Children Partnership

Tel: 01872 224522

Out of hours 01208 251300

For adults

Cornwall Council Safeguarding

Adults Board

Tel: 0300 1234131

Out of hours 0300 1234131

Declaration

St. Austell Town Council is committed to safeguarding the wellbeing of children and vulnerable adults by protecting them as far as reasonably practical from neglect, physical, sexual and emotional harm.

All members of St. Austell Town Council should read the Safeguarding Policy and sign the register to confirm this.

St. Austell Town Council will review this Policy in line with any change in legislation.

Queries

Any employee with queries regarding the application of this policy should contact either the Town Clerk or the Mayor.

Alternative Formats

The Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a 'talking book' can be made available for those with sight impairment on request from the Council Office or by telephoning 01726 829859 or emailing info@staustell-tc.gov.uk