



## **SAFEGUARDING POLICY**

Date of Adoption 27<sup>th</sup> January 2026

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### **INTRODUCTION**

This Safeguarding Policy sets out Tickhill Town Council's commitment to protecting the health, wellbeing, and human rights of all individuals who engage with our organisation. We recognise our responsibility to promote a safe, inclusive, and respectful environment in which everyone is treated with dignity and free from harm, abuse, neglect, and exploitation.

Safeguarding is everyone's responsibility and we are committed to taking all reasonable steps to prevent harm, to identify and respond appropriately to safeguarding concerns, and to work in partnership with relevant agencies where necessary. This policy applies to all staff, volunteers, contractors, and anyone acting on behalf of Tickhill Town Council.

Through this policy, we aim to ensure that safeguarding practices are embedded in our culture, decision-making, and day-to-day activities, and that concerns are taken seriously and acted upon promptly and appropriately.

### **DEFINITIONS**

Children and young people: anyone under the age of 18 years.

Vulnerable adult: anyone over the age of 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- May be in need of community care services

Where the term *parent* is used, this is used in the broadest sense to include parents, carers and guardians.

### **WHO THIS POLICY APPLIES TO**

This policy applies to anyone working for, or on behalf of Tickhill Town Council whether in a paid, voluntary or commissioned capacity, for example to do a contracted piece of work.

### **SAFEGUARDING POLICY**

Tickhill Town Council recognises its duty of care under the Children & Young Persons Act 1963, the Child (Performances) Regulations 2014, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

The council recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The council is committed to practice which protects children and vulnerable adults from harm. All members of the council and staff accept and recognise their responsibilities to develop awareness of the issues which cause children and vulnerable adults harm.

Tickhill Town Council believes that:

- The welfare of the child/vulnerable adult is paramount.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members and employees of the council should be clear on how to respond appropriately.

Tickhill Town Council will ensure that:

- All children and vulnerable adults will be treated equally and with respect and dignity.
- The duty of care to children and vulnerable adults will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the children/vulnerable adults to share in the decision-making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted or condoned.
- All members of the council and staff provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up to date with health and safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children and vulnerable adults.
- It will undertake relevant development and training.
- It will hold a register of every child and vulnerable adult involved with the council for the purpose of the activity and will retain a contact name and number close to hand in case of emergencies.

Tickhill Town Council has safeguarding procedures which accompany this policy. This policy should also be read in conjunction with the council's Health and Safety Policy.

Tickhill Town Council has a dedicated Safeguarding Officer, who oversees ensuring that the Safeguarding policy and procedures are adhered to. That person's name is Anita Johnson who can be contacted on [chair@tickhilltowncouncil.gov.uk](mailto:chair@tickhilltowncouncil.gov.uk)

This policy will be subject to annual review and following any change in legislation.

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## **SAFEGUARDING PROCEDURES**

### **1. RESPONSIBILITIES OF TICKHILL TOWN COUNCIL**

At the outset of any activity involving children and vulnerable adults the council will:

- Undertake a risk assessment and monitor risk throughout the activity process.
- Identify at the outset the person with designated responsibility for Safeguarding.
- Engage in effective recruitment of chaperones and other individuals with responsibility for children and vulnerable adults, including appropriate vetting where necessary.
- Ensure that all children and vulnerable adults are appropriately supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

### **2. PARENTS**

- The council believes it to be important that there is a partnership between parents and the council. Parents are encouraged to be involved in the activities of the council and to share responsibility for the care of their children/vulnerable adults. All parents will be given a copy of the council's Safeguarding Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their children/vulnerable adults at the end of the activity. It is NOT the responsibility of the council to take children or vulnerable adults home.

### **3. UNSUPERVISED CONTACT**

- The council will attempt to ensure no adult has unsupervised contact with children or vulnerable adults.
- If possible, there will always be two adults in the room/activity area when working with children or vulnerable adults.
- If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area, or in a designated room with an open door.

- If it is predicted that an individual is likely to require unsupervised contact with children or vulnerable adults, he or she may be required to obtain clearance via the Disclosure & Barring Service.
- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.

#### **4. PHYSICAL CONTACT**

- All adults will maintain a safe and appropriate distance from children and vulnerable adults
- Adults will only touch children/vulnerable adults when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the child/vulnerable adult prior to any physical contact, and the purpose of the contact shall be made clear.

#### **5. MANAGING SENSITIVE INFORMATION**

- The use of photographs and images of young people will be controlled to prevent possible misuse and permission will be sought from the parents for use of photographic material featuring children and vulnerable adults for promotional or other purposes. These will be kept only for the purpose of the activity in line with the council's data retention policy.
- The council's web-based materials and activities will be carefully monitored for inappropriate use.
- The council will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as Disclosure and Barring disclosures.

#### **6. SUSPICION OF ABUSE**

- If you see or suspect abuse of a child or vulnerable adult while in the care of the council, please make this known to the person with responsibility for Safeguarding **immediately**. If you suspect that the person with responsibility for Safeguarding is the source of the problem, you should make your concerns known to the Clerk/Proper Officer.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of the council, chaperone, volunteer, staff etc, **that individual will be suspended from this and any other activity involving children immediately** until the investigation is concluded. The individual will be excluded from the activity and will not have any unsupervised contact with any other children or vulnerable adults in the care of the council.

#### **7. DISCLOSURE OF ABUSE**

If a child/vulnerable adult confides in, you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said.
- Allow them to tell you at their own pace, accepting what is said but DO NOT investigate.
- Do not interrupt and ask questions only for clarification once they have finished explaining.
- Don't ask any leading questions that may suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for safeguarding. Make it clear to them that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Alleviate feelings of guilt and isolation, while passing no judgment. Reassure them that 'they did the right thing' in telling someone.
- Tell them what you are going to do next.
- Speak immediately to the person with responsibility for safeguarding. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police. All allegations must be referred, no matter how insignificant they seem to be, or when they occur.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child/vulnerable adult's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

## **8. RECORDING**

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory safeguarding agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken eg. Suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely in a confidential file in line with data protection legislation and shared only with those who need to know about the incident or allegation.

## **9. RIGHTS & CONFIDENTIALITY**

- If a complaint is made against a member of the council, they will be made aware of their rights under the council's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child or vulnerable adult who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown, or other prosecuting authority, must prove guilt and the defendant is presumed innocent until proven guilty.

## 10. ACCIDENTS

- To avoid accidents, everyone involved in the activity including but not limited to volunteers, chaperones, children and vulnerable adults will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds. Children and vulnerable adults will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child or vulnerable adult is injured while in the care of the council, **the designated first-aider for the activity** will administer first aid, and the injury will be recorded by completing the council's accident report form. This record will be countersigned by the person with responsibility for safeguarding.
- If a child or vulnerable adult joins the activity with an obvious physical injury a record of this will be using the accident report form. This record will be countersigned by the person with responsibility for Safeguarding. This record can be useful if a formal allegation is made later and will also be a record that the child/vulnerable adult did not sustain the injury while participating in the activity.

## 11. DISCLOSURE & BARRING SERVICE CHECKS

- If it is necessary to obtain Disclosure & Barring checks for chaperones and other personnel, the council will inform the individual of the necessary procedures and the level of disclosure required. A Standard disclosure will apply to anyone with supervised access to children. An enhanced disclosure will be required for all chaperones and anyone who has unsupervised access to children and vulnerable adults.
- The council will have a written code of practice for the handling of disclosure information.
- The council will ensure that information contained in the disclosure is not misused.

## 12. CHAPERONES

- **Chaperones will be the responsible leaders appointed by the relevant organisation (e.g. Scout/Guide leaders or school staff) and, where appropriate, parents. Chaperones are appointed for the care of children and vulnerable adults during the**

activity. By law, a chaperone acts *in loco parentis* and must exercise the level of care that a reasonable and responsible parent would be expected to provide. The required parent/child (or leader/child) ratio and the maximum number of children in a chaperone's care will be determined by, and comply with, the policies and requirements of the organisation responsible for the child during the activity (e.g. Scouts, Guides, schools, etc.).

- Potential chaperones will be required to supply photographic proof of identity (e.g. passport, driving licence) and two references from individuals with knowledge of their previous work with children or vulnerable adults, unless already well known to the council. They will also be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children and vulnerable adults.
- Chaperones will be made aware of the council's Safeguarding Policy and Procedures.
- Chaperones will not usually have unsupervised access to children or vulnerable adults in their care. If unsupervised access is unavoidable, or if this is a requirement of the local authority, a criminal Disclosure & Barring Check will be sought.
- Where Chaperones are not satisfied with the conditions for the children or vulnerable adults, they should bring this to the attention of the council's safeguarding lead. If changes cannot be made satisfactorily, the chaperone should consider not allowing the child/vulnerable adult to continue.
- If a chaperone considers that a child or vulnerable adult is unwell or too tired to continue, the chaperone must inform the council and not allow them to continue with the activity.
- During the activity, chaperones will be responsible for meeting children and vulnerable adults at the venue when they arrive and signing them in.
- Chaperones will be aware of where the children/vulnerable adults are at all times.
- Children/vulnerable adults are not to leave the activity unsupervised by chaperones unless in the company of their parents.
- Children and vulnerable adults will be adequately supervised while going to and from the toilets.
- Children and vulnerable adults will not be allowed to enter the pavilion building without the appropriate supervision.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue and will ensure that children and vulnerable adults in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the council.
- The Clerk/Proper Officer should examine any accident report forms following each activity. If an accident has occurred, the child/vulnerable adult will not be allowed to continue with the activity until a medically qualified opinion has been obtained (not just the word of the parent or child/vulnerable adult).

- Chaperones should have written arrangements for children/vulnerable adults after activities. If someone different is to collect the child/vulnerable adult, a telephone call should be made to the parent to confirm the arrangements.
  - Children/vulnerable adults should be signed out when leaving and a record made of the person collecting.
  - If a parent has not collected the child/vulnerable adult, it is the duty of the chaperone to stay with that child/vulnerable adult until satisfactory arrangements can be made to take them home.
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## **USEFUL CONTACTS**

Child at risk - City of Doncaster – 01302 737777 Office hours)  
- 01302 796000 (evening and weekends)  
Police - safeguarding children and vulnerable adults – 01302 737200  
Samaritans – 116 123  
NSPCC Childline (for persons under 18) 0800 1111  
NSPCC advice line (for adults concerned about a child) 0808 800 5000

### **Useful weblink**

<https://www.doncaster.gov.uk/services/schools/report-a-concern-about-a-child>

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Date of Adoption 27th January 2026  
Approved by: Full Council  
Review Date: January 2027 or as legislation changes

**DECLARATION**

Tickhill Town Council is fully committed to safeguarding the well-being of children, young people and vulnerable adults and promoting their welfare. Representing Tickhill Town Council as an employee, councillor, volunteer or contractor it is important that you have taken the time to thoroughly read and understand the safeguarding policy and procedures document.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and vulnerable adults in our community.

I have read and understood the Tickhill Town council safeguarding policy and procedures document.

By signing this document I agree to adhere to the principles of this policy.

**Signed:**

**Name (please print):**

**Date:**