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## **Safeguarding Policy (Children & Vulnerable Adults)**

It is a legal requirement for any organisation working with young children or vulnerable adults (VA's) to ensure that there are procedures in place which provide for their safety and protect the staff and volunteers working for the council. As the Town Council operates a number of activities for children and VA's it is important that we adopt a robust policy and set of procedures to protect both individuals and the Council.

Trowbridge Town Council believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

Trowbridge Town Council recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

### **Purpose of the policy**

- To raise awareness to all staff of the importance of safeguarding children & VAs, and of their responsibilities for identifying and reporting actual or suspected abuse.
- To ensure children and parents are aware that the Town Council takes the safeguarding agenda seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff.
- To promote effective liaison with other agencies in order to work together for the protection of all children.
- To support children's development in ways which will foster security, confidence and independence.
- To integrate a safeguarding curriculum within the existing activities allowing for continuity and progress through all developmental stages.
- To take account of and inform policy in related areas such as bullying and e-safety.

A child is anyone under the age of 18 years; and

A vulnerable adult is anyone 18 years or older who by reason of mental or other disability, age, infirmity or illness is unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

The Council seeks to implement this Safeguarding Policy by:

- Ensuring that all staff that have direct and unsupervised contact with children and vulnerable adults are carefully selected, including a check with the Disclosure & Barring Service, at least two written references and are trained and accredited where necessary.
- Ensuring that any Town Council contractors who have regular, direct and unsupervised contact with children have effective policies and procedures in place.
- Giving all the parties involved e.g. parents and the general public, information about what they can expect from the Council in relation to protecting and safeguarding children and vulnerable adults.
- Ensuring that there is a clear complaint procedure in place that can be used if there are any concerns.
- Sharing information about concerns with appropriate agencies that need to know and involving parents and/or carers as appropriate.

### **Responsibilities**

The responsibility for safeguarding falls on everybody who is employed at the Town Council. All adults who work at the Town Council are expected to support the Safeguarding Policy, with overall responsibility falling on the Town Council's Designated Safeguarding Lead (DSL), including where there is suspicion of abuse/neglect of a child or if a child discloses abuse or allegations of abuse. The Town Council will follow the child protection procedures set out by the Wiltshire Safeguarding Children Board and will have regard to statutory guidance issued by the Department for Education.

The **Designated Safeguarding Lead** is a senior member of staff designated to take lead responsibility for:

- Managing all child protection issues (leads on allegations against staff)
- Keeping secure child protection plans, written records and reports
- Child protection policy and procedures: evaluation, review and revision, ensuring availability to staff and parents
- Induction and training of staff & volunteers on safeguarding issues
- Understanding (and participating in) early help assessments and processes for early help
- Liaising with the local authority and local safeguarding children board
- Working in partnership with other agencies on referrals, support and information sharing
- Ensuring a culture of listening to children and taking account of their wishes and feelings

**The Designated Safeguarding Lead (DSL) is:**

- **Hayley Bell**

**The Deputy Designated Safeguarding Leads (DDSLs) are:**

- **Aaron Seviour for Active Trowbridge**
- **Hannah Lyddy for The Museum**

### Individual Responsibility

Every staff member, volunteer or councillor who supports activities involving children or VA's has a duty of care to themselves and to others and should familiarise themselves with the procedures relating to the safeguarding of children and vulnerable adults. This policy applies to all Councillors and staff regardless of whether or not they have direct contact with children and vulnerable adults. For the purposes of the policy, staff includes part time and full time employees, casual staff, volunteers, work experience placements and trainees. This policy should also be read in conjunction with other council policies.

This policy seeks to ensure that all councillors and staff have a clear understanding of their responsibilities when working with children and vulnerable adults. The aims of these procedures are to ensure that both councillors and staff:

- Recognise the signs of abuse and what appropriate course of action should be taken in such circumstances
- Understand the potential risk to themselves and ensure that good practice is adhered to at all times.
- Recognise signs of improper behaviour from others and report it to the Responsible Officer at the earliest opportunity.

It is possible to reduce situations where abuse may occur and below are specific examples of the care which should be taken when working with children or vulnerable adults.

### Individuals must:

- Be identifiable including wearing a Trowbridge Town Council name badge
- Treat all children and people with dignity and respect
- Provide an example for good conduct that others can follow
- Challenge unacceptable behaviour e.g. bullying and report allegations/suspicions of abuse
- Ensure that when possible there is more than one adult present during activities with children and young people, or at least be within sight or hearing of others
- Respect their right to personal privacy and encourage children and vulnerable adults to feel comfortable enough to point out attitudes or behaviours they do not like
- Remember that someone else might misinterpret certain actions, no matter how well intentioned
- Be aware that any physical contact with a child or vulnerable adult may be misinterpreted
- Recognise that special caution is required when discussing sensitive issues with children or VAs
- Always operate within the council's policies and procedures

## Individuals must not:

- Have inappropriate or unwarranted physical or verbal contact with children or vulnerable people
- Be drawn into inappropriate attention seeking behaviour or make suggestive or derogatory remarks or gestures in front of children or vulnerable adults
- Jump to conclusions about others without checking facts
- Exaggerate or trivialise any abuse issues
- Show favouritism to any individual
- Rely on your good name or that of the council to protect you
- Believe 'it could never happen to me'
- Take a chance when common sense, policy or practice suggests another more prudent approach

## Reporting Procedures

When there is a suspicion of abuse taking place it should be reported to the DSL who in turn should report all incidents to the Town Clerk. If the DSL is unavailable, then the incident should be reported to one of the Deputy DSLs. There may be exceptional circumstances where it is necessary to restrain a child or a vulnerable adult to prevent them from damaging themselves or others. Only the minimum reasonable force necessary may be used. All incidents of physical restraint must be recorded on an incident form and submitted to the DSL, or if unavailable, to one of the Deputy DSLs, as well as informing the parents and/ or carer as soon as possible. Staff and councillors should acquaint themselves with the types of abuse and how to recognise signs of abuse.

## What constitutes child abuse and neglect?

All adults who work or volunteer with children should be able to identify concerns about child abuse. The types of abuse described in Working Together to Safeguard Children 2015 are as follows:

### Main Forms of Abuse:

- Physical.** This may involve actions such as hitting, shaking and burning as well as the use of inappropriate restraint. Physical abuse, as well as being a deliberate act, can be caused by an omission or failure to act to protect. In the case of children, it includes the giving of alcohol, inappropriate drugs or poison to them.
- Emotional.** Emotional abuse is a persistent lack of love and affection. A child may be constantly verbally abused, threatened, ignored or taunted. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. In addition, it may include intimidation, humiliation, verbal abuse, harassment or discriminatory harassment to adults.
- Sexual.** Involves forcing or enticing a child or vulnerable adult to take part in sexual activities whether or not the child or vulnerable adult is aware of or consents to what is happening. It may also involve non-contact activities such as showing pornographic material, sexual innuendo or encouraging someone to behave in a sexually inappropriate way
- Neglect.** The persistent failure to meet a child's or vulnerable adult's basic physical and/or psychological needs. These needs include adequate food and warm clothing and also medical care, social care and educational services. Neglect may include simply being left alone or excluded.

### Other forms of abuse include:

Bullying and Cyberbullying, Child Exploitation, Child Trafficking, Criminal Exploitation and gangs, Domestic Abuse, Female Genital Mutilation, Grooming and On Line Abuse.

## Specific Safeguarding Issues

Trowbridge Town Council recognises other safeguarding issues: child sexual exploitation, female genital mutilation, bullying (including cyber-bullying), domestic violence, drugs, fabricated or induced illnesses, faith abuse, forced marriage, gangs and youth violence, gender based violence/violence against women and girls, mental health, radicalisation, sexting, teenage relationship abuse, trafficking (see Appendix 17.1 and 17.2 Wiltshire Safeguarding Children Board and Guidance Flowchart).

## Safeguarding Legislation

This is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance.

- England - The Care Act 2014, Care and Support Statutory Guidance (especially chapter 14) 2014

## Children with Special Educational Needs

Children with additional needs face an increased risk of abuse and neglect; it is expected that additional care is taken to interpret correctly apparent signs of abuse or neglect and report as for other children.

Wiltshire Council provides targeted support services for children and young people with Special Educational Needs and/or a Disability who need additional support with:

- Communication
- Learning and processing information
- Experiencing the world around them, including sensory difficulties
- Physical or medical conditions that affect their life and learning
- Coping with social and emotional challenges

The SEND services can be contacted on 01225 757985.

## Recognising Abuse

This is not always easy and it is not the responsibility of members or staff to decide whether or not abuse has taken place, or if a child or vulnerable adult is at significant risk. However, the council does have a responsibility to act and report promptly if they have any concerns or suspicions. It is the responsibility of the member of staff to report any concerns to the DSL or if unavailable, to one of the Deputy DSLs, and they must complete a child welfare and child concerns sheet (See Appendix 17.3 Child Safeguarding Concerns Sheet).

Indications that a child or person may be subject to abuse include:

- Unexplained or suspicious injuries such as bruises, cuts and burns particularly if situated on parts of the body not normally prone to such injuries
- Injuries for which an explanation seems inconsistent
- Fear of parents or carers being approached about such injuries
- Flinching or cowering when touched or approached
- Sudden or unexplained changes in behaviour
- Fear of being left with a specific person
- Changes in appearance - sudden loss of hair, dirtiness, weight loss etc.
- In children, a failure to grow and thrive and showing difficulties in making friends or socialising
- In adults, a loss of assets and possessions

This list is by no means exhaustive and it is important to remember that many children and people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. It is crucial that councillors and staff realise that this is only a process of observation and that at no point should councillors or staff actively seek out abuse or an abuser. The council's responsibility is to ensure that any concern about the welfare of someone is reported and to never assume that others will do it.

## Responding to Allegations and Suspicions of Abuse

It is vitally important the details of an allegation or an incident of abuse or mistreatment are carefully recorded, regardless of whether or not the concerns are later shared with a statutory agency. An accurate record should be made of:

- The date and time of the incident and/or disclosure
- The parties who were involved
- What was said and done by whom
- The full name of the person reporting and to whom reported

And where appropriate:

- Any action taken by the council
- Reasons why there was no referral to a statutory agency

See Appendix 17.3 and 17.4

## Responding to disclosures: guidance for staff

If a child wishes to confide in you the following guidance should be adhered to:

- Create a safe environment
- Take the child to a private safe place
- Ask the child's permission before doing anything for them which is of a physical nature, such as assisting with dressing, physical support during PE, music or administering first aid.
- Maintain appropriate standards of conversation and interaction with and between children and avoiding the use of sexualised or derogatory language.
- Be aware that the personal and family circumstance and lifestyles of some children lead to an increased risk of neglect and or abuse.

## Responding to a child or vulnerable adult making an allegation of abuse.

Individuals must stay calm and listen carefully, allowing the child/person to continue at their own pace and reassure them that they have done the right thing in speaking out. It may be necessary to ask questions for clarification only. Asking questions that suggest a particular answer (i.e. leading questions) should be avoided. The record keeping advice should be followed and, at an early opportunity, it must be explained to the child /VA that the information will need to be shared. Do not promise to keep secrets. These allegations should be recorded and reported to the DSL or if unavailable, to one of the Deputy DSLs, at the earliest opportunity and reported immediately to the Town Clerk. If the allegations are made in respect of the Town Clerk, then the report must be made to the Mayor.

## Responding to suspicions of abuse or failure to follow the code of good practice

Any one that suspects a colleague may be abusing a child or a vulnerable adult should act on their suspicions immediately. These suspicions should be recorded and reported to the DSL, or if unavailable, to one of the Deputy DSLs at the earliest opportunity and reported immediately to the Town Clerk. If the suspicions are raised in respect of the Town Clerk, then the report must be made to the Mayor who will discuss with the Designed Safeguarding Lead. If the matter relates to poor practice the disciplinary/capability procedures may be followed. If it relates to abuse, the matter will later be referred to the DSL who may also involve the Police. The person concerned is likely to be suspended pending the outcome of an investigation. The council acknowledges that this is an extremely sensitive issue. The council will fully support and protect anyone who, in good faith, reports a concern that a colleague is or may be abusing a child or VA.

## Confidentiality

It is important to ensure confidentiality about any suspicions, or allegations being made by a child or VA. Whilst it is recommended that notes are made as soon as possible these should be treated in confidence until required by investigating authorities. The legal principle that the welfare of the child or VA is paramount means that the consideration of confidentiality, which might apply to other situations within the Council, should not be allowed to override the right of the person to be protected from harm. However, where possible every effort should be made to ensure that confidentiality is maintained for and by all concerned when an allegation is made and whilst it is being investigated. The Council will seek to balance protecting children and VAs from harm whilst protecting its staff from the risk of unfounded allegations. The Town Clerk will be responsible for dealing with all allegations and suspicions of abuse concerning a member of staff, in conjunction with any relevant authorities and agencies. The Town Clerk will not decide if the allegations have been substantiated - this is the task of Wiltshire Council's DSL, which has the legal responsibility through a multi-agency approach, taking into account the balance of probabilities based upon the evidence available.

## Emotional Distress

It is possible that anyone having abuse reported to them or identifying the signs of abuse may be affected emotionally. In such cases staff, volunteers or councillors should contact the DSL or if unavailable, one of the Deputy DSLs, or the Emergency Duty Team at Wiltshire Council for advice and support.

## Positions of Trust

All persons employed in a 'Position of Trust', those working directly with children and young people will require a full Disclosure and Barring Service (DBS) Check. And will be subject to greater restrictions, such as not being in a close intimate relationship with anyone aged 16 or 17. Anyone not Disclosure and Barring Service (DBS) checked must not support activities where there is a possibility of unsupervised contact with a child or VA occurring. Any staff member, volunteer or councillor who is engaged in supporting activities involving one to one supervision of a child or VA must be DBS checked first. – See part B for full details.

## Welcoming other professionals

Visitors with a professional role, such as social workers will have had the appropriate vetting checks undertaken by their own organisation. Any professional working with the town council should provide evidence of their professional role and employment details (for example identity badge). If felt necessary, the town council will contact the relevant organisation to verify the individual's identity. Professionals will complete signing in/out forms and wear an I.D. badge if required to do so.

## Recruitment

Trowbridge Town Council takes the safeguarding of children and VA's very seriously. We make this quite clear on all vacancies that are advertised and this policy is available to access on our website: [www.trowbridge.gov.uk](http://www.trowbridge.gov.uk) We also advise those applying for vacancies that a satisfactory DBS check will be required to be obtained where the role is deemed to be a position of trust or requires a person to directly supervise children or vulnerable adults and a new DBS will be required every 3 years. All recruitment interviews for such staff are to include either the DSL or one of the deputy DSLs. Staff who regularly have direct contact with children or VAs will have training to raise their awareness of protection issues at their induction and at regular intervals throughout their employment, provided by the DSL. DBS self-certification forms (Appendix 5) will be issued to all persons offered employment or those in a volunteering role upon their role commencing. This includes a section on disqualification by association. For any employees or volunteers who are deemed to be in a Position of Trust, a DSB self-certification form will be required to be completed every 2 years.

## Safer Recruitment

- In addition to the above, TTC also require two satisfactory employment references prior to any offer of employment being confirmed. This is also applicable to our Volunteers.
- TTC will ask safeguarding questions at all interviews, where the position requires interaction and or supervision of children and or vulnerable adults. This information will be submitted by the DSL or deputy DSL
- TTC keep records relating to all staff/potential staff right to work in the UK.
- TTC verify the candidate's mental and physical fitness via a medical questionnaire.
- All recruitment information and personnel documentation are kept confidential and with the Human resources department at all times.
- All staff involved in the recruitment of children and/or vulnerable adults have under taken safer recruitment training.
- All staff are shown our Child and Vulnerable Adult Protection and Safeguarding policy at their induction and are required to sign to show they have read it and agree to adhere to the policy.

## Staff training and induction

- The DSL will attend safeguarding training at least once every three years, attend safeguarding forums and keep up to date with recommendations from serious case reviews, changes to national and WSCB policy and guidance.
- The whole staff group will receive safeguarding training at least every three years with annual up-dates and notifications of any necessary changes, reminders being made available as required.
- All core staff working with children will also complete specific safeguarding training i.e. Prevent.
- All new staff, volunteers will receive Safeguarding induction to ensure understanding of the Safeguarding Policy induction to ensure understanding of the safeguarding policy.
- The CP policy and Code of Conduct will be provided to all staff – including temporary staff and volunteers - on induction.

## Safer working practice

- Statement about the importance of safer working practice to the town council.
- Safe working practice ensures that children are safe and that all staff, volunteers and councillors:
  - Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
  - Work in an open and transparent way
  - Work with other colleagues where possible in situations open to question
  - Discuss and/or take advice from management over any incident which may give rise to concern
  - Record any incident of decisions made
  - Apply the same professional standards regardless of gender, race, disability or sexuality
  - Be aware of confidentiality policy
  - Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
- Make a reference to the WSBC Social Networking policy 2015.

## Additional Information / Support

If anyone has concerns about Safeguarding issues additional support is available from:

- Wiltshire Council

## Part B Disclosure and Barring Services Checking Policy & Procedure

### 1. INTRODUCTION

Trowbridge Town Council (“the Council”) uses the Disclosure and Barring Service (“DBS”) to help assess the suitability of employees, volunteers and outside staff, who are likely to come into contact with children, and/or vulnerable adults during their work. This document has been developed with reference to the DBS’s Code of Practice (revised April 2009): see *Appendix 17.5* As well as detailing the Council’s policy regarding obtaining disclosures it covers the recruitment of ex-offenders, the use, handling, storage, retention and disposal of disclosure information.

### 2. POLICY

**2.1** To indicate an individual’s suitability to work, with children, and/or vulnerable adults, it is Council policy that employees, volunteers, councillors and outside staff undergo checks, via the DBS. Any costs incurred in obtaining a disclosure required by the Council from the DBS will be met by the Council. The Town Clerk will, in consultation with the appropriate line manager, decide if;

- any variations to the disclosure requirements are necessary
- the Council’s disclosure requirements have been met

### 2.2 DISCLOSURE OF DISQUALIFICATION BY ASSOCIATION

There are a number of reasons that a person may be disqualified from working with children, under the Childcare Act 2006. This may include living in or working on premises where a disqualified person lives or where a disqualified person is employed.

Employees are responsible for disclosing any knowledge of any disqualified individual with whom they live or work with. This should be disclosed on the DBS self-certification form (*Appendix 17.5*) upon the employee’s employment commencing and the employee is responsible for ensuring that Trowbridge Town Council are informed immediately should there be any changes to their disclosure at any time during their employment.

### 3. DBS REQUIREMENTS

#### 3.1 Employees, Volunteers and Councillors.

Persons undertaking specific roles (detailed below) on behalf of the Council are required to obtain a satisfactory DBS disclosure at enhanced level. An updated disclosure will be required every two years. Failure to provide a satisfactory disclosure when requested may result in employment being terminated. Once a DBS disclosure has been obtained, it is the responsibility of the employee/volunteer/councillor to ensure their Manager or the Town Clerk and subsequently the Head of Resources has had sight of this and recorded the necessary information (see *section 9*).

##### 3.1.1 Active Trowbridge

Persons undertaking roles which require the direct supervision of children and/or vulnerable adults as part of the activities provided by Active Trowbridge, including sports coaching, holiday fun days, road-show activities, etc. require an enhanced DBS. This includes but is not limited to the department Manager, Supervisors, Team Leaders, Coaches and administrative support staff, including casual staff, freelance staff and contractors.

##### 3.1.2 Trowbridge Museum

Persons undertaking roles which require the direct supervision of children and/or vulnerable adults as part of the education activities provided by Trowbridge Museum, including school visits, regular activities, holiday fun days, and outreach activities, etc. require an enhanced DBS. This includes but is not limited to the Learning and Outreach Officer, Learning Assistant, Volunteers and support staff, including casual staff, freelance staff and contractors.

### 3.1.3 Licence Holders and Security Industries Association (SIA) badge holders

Persons undertaking roles which require the employee to obtain a Personal Licence or and SIA badge require an enhanced DBS.

### 3.1.4 Others

Persons employed or in a voluntary position, including Councillors, who undertake a role likely to give substantial access to children will also be required to obtain an enhanced disclosure before starting such a role.

### 3.1.5 External Staff / Bought in Staff

If an activity requires the buying in of outside expertise which require DBSs e.g. children's entertainers or trainers, then individuals should have their own DBS certification which should be checked:

- Only the original document can be accepted as proof of a DBS - photocopies should not be accepted.
- Certificates more than 3 years old should not be accepted
- Bought in staff should not have unsupervised access to children or VA's at any time during the course of activities.

## 4. UNSATISFACTORY DBS

If a DBS disclosure is returned to the Council with a previously undeclared conviction, the following steps will be taken:

- 4.1 The employee's Manager should discuss the details from the disclosure with the Town Clerk to determine the action that should be taken.
- 4.2 If any concerns are raised by the Town Clerk, then a meeting between the employee, the Manager and the Town Clerk should take place to discuss the matter. The employee may be accompanied at the meeting by a representative or friend.
- 4.3 The employee will then be advised of the outcome.

## 5. EXCEPTIONAL CIRCUMSTANCES

In exceptional circumstances it may be possible for outside staff to be hired to provide support in areas where they might otherwise be excluded i.e. play areas, museum activities, children's fun days. In such circumstances the following procedure should be followed:

- a risk assessment form should be completed by the relevant departmental manager
  - Note:** the risk assessment should be annotated to include:
    - time on site
    - time off site
    - date of event
    - name of individual(s) carrying out work
    - name of supervisory staff member (see below)
- the Child Protection Officer should be notified of the requirement in writing
- a member of staff who has suitable DBS clearance should constantly supervise the individual(s) while they undertake their work.

## 6. RECRUITMENT OF EX-OFFENDERS

As an organisation using the DBS service the Council undertakes to treat all applicants for positions fairly. In line with its Equal Opportunities Policy it promotes equality and welcomes applications from a wide range of candidates, including those with criminal records.

The Council will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

Disclosures are requested for specified permanent, temporary, full or part time positions. Recruitment documentation and job adverts for such roles will contain a statement that a disclosure will be required in the event of the individual being offered a position.

As a disclosure forms part of the recruitment process, applicants are asked to provide details of their criminal record at an early stage in the application process. The Council requests that this information is sent under separate, confidential cover, to the Head of Resources and guarantees that the information will only be seen by those who need to see it as part of the recruitment process.

The Council will ensure that;

- this statement on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process
- anyone who is subject to a disclosure is aware of the existence of the DBS Code of Practice and that a copy is available on request
- all those involved in the recruitment process are suitably trained to identify and assess the relevance and circumstances of offences
- all those involved in the recruitment process receive appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 (see also Appendix 17.6)
- candidates for interview are selected based on their skills, qualifications and experience
- at interview, or in a separate discussion, an open and measured discussion takes place on the subject of any offences or other matter that may be relevant. **Note:** failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- any matter revealed in a disclosure will be discussed with the person seeking a position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar anyone from working with the Council.** This will depend on the nature of the position and the circumstances and background of the offences. Please refer to additional information in Appendix 3 which relates to the Rehabilitation of Offenders Act.

## 7. PHOTOGRAPY AND IMAGES

To protect children Trowbridge Town Council will:

- Seek parental consent for photographs taken or published (for example, on our website, in newspapers or publications).
- Only use the town equipment or authorized town council photographer
- Only take photos and videos of children to celebrate achievement
- Use only the child's first name with an image
- Ensure that children are appropriately dressed
- Encourage children to tell us if they are worried about any photographs that are taken of them.

## 8. HANDLING AND USAGE OF INFORMATION

DBS disclosure information will only be used for the specific purpose for which it was requested and the Council recognises that is a criminal offence to pass any information related to a disclosure to anyone not entitled to receive it.

Information should only be passed to those who are authorised to receive it in the course of their duties, namely;

- an employee acting as a counter-signatory on disclosure applications (see Section 10)
- the Head of Resources, who has responsibility for recording DBS disclosure numbers and issue dates, as well as advising staff/volunteers when subsequent disclosures are due
- an appropriate member of the Council's Operational Management Team (*in instances when disclosure information gives cause for concern*)

Disclosure information should not be revealed to any external organisations (e.g. schools may enquire with regard to Sports Coaches) unless the holder has given their consent and authorisation has been given by the Town Clerk or DSL. In such circumstances only the disclosure number and issue date should be made known.

## 9. STORAGE & RETENTION

No copies of a disclosure or its content, in any format, will be made, unless it is done so with the prior agreement of the employee/volunteer/councillor. Details of disclosure numbers and issue dates are held, on a password protected spreadsheet, maintained by the HR department.

Once details of the disclosure number and issue dates are recorded, the disclosure is returned to the applicant. In instances when disclosures give cause for concern a copy may be kept on file for a maximum of 6 months (to allow for consideration and resolution of any disputes or complaints).

In instances where it is necessary to hold disclosure information on file it will be kept securely in a lockable cabinet (non-portable), with access limited to those entitled to see it as part of their duties (see Section 3).

For full details on how we process, store and dispose of your data, see our privacy policy. This can be found on our website, [Trowbridge.gov.uk](http://Trowbridge.gov.uk), or you can request a paper version by emailing [info@trowbridge.gov.uk](mailto:info@trowbridge.gov.uk)

## 10. DISPOSAL

In instances where disclosures are held on file they will, once the retention period has elapsed, be destroyed in a secure and confidential method, i.e. shredding.

## 11. BRANCH

In its capacity as a DBS Checking 'Branch' of Wiltshire Council, the Town Council will take all reasonable steps to ensure that any organisation, on whose behalf we are supporting applications and receiving Disclosure information, can fully comply with the DBS Code of Practice (see Appendix 1).

All reasonable steps will be taken to ensure that the information provided by the Town Council to these organisations will be handled, used, stored, retained and disposed of in full compliance with the DBS Code of Practice and in accordance with this policy. In addition, the Town Council will ensure that anybody or individual at whose request applications for Disclosure are supported has a written policy and, if necessary, will provide this policy for that body to use or adapt for this purpose.

## DBS PROCEDURE FOR AUTHORISED OFFICERS.

1. Authorised Officers are responsible for meeting with the applicant in person, to check all relevant documents, ensure that it is the true identity of that applicant and then complete the last page of the form, ensuring that it is signed clearly.
2. Application will be completed on line accompanied by authorised officer. A receipt to be attached to personal expenses form and signed off by the line Manager.
3. Authorised Officers are responsible for ensuring they record the following information from each application: date completed, name of applicant, application number. This information should be stored on a password protected spreadsheet or in a book which must be locked away confidentially.
4. Authorised Officers should encourage applicants to make a note of their individual application number. Applicants are responsible for tracking the progress of their own applications and this can be done by visiting <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>
5. Should a new member of staff have a current DBS (dated within the last 2 years,) the authorised officer should check with the Head of Resources to establish whether this can be temporarily used.
6. It is the authorised Officer's duty to inform the DBS of any child protection issues that may arise during any individual's employment.
7. Once received, all DBS certificates should be given to the Head of Resources for recording.

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## APPENDICES

<b>Appendix 17.1</b>	Wiltshire Safeguarding Children's Board
<b>Appendix 17.2</b>	Guidance Flowchart
<b>Appendix 17.3</b>	Safeguarding Concerns Sheet
<b>Appendix 17.4</b>	Safeguarding Overview Sheet
<b>Appendix 17.5</b>	DBS Self Certification Form <b>DBS</b> Code of Practice Available to download from: <a href="https://www.gov.uk/government/publications/dbs-code-of-practice">https://www.gov.uk/government/publications/dbs-code-of-practice</a>
<b>Appendix 17.6</b>	The Rehabilitation of Offenders Act 1974 Available to download from: <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf.pdf</a>
<b>Appendix 17.7</b>	Policy Acceptance Slip

Lance Allan – Town Clerk & Proper Officer

Signed .....

Dated .....

*Approved at the meeting of the Annual Council meeting on 18<sup>th</sup> May 2021.  
Date of next review: May 2022 unless legislation or the size and nature of the Council changes.*

## APPENDIX 17.1

### What to do if you are worried a child is being abused or neglected

for staff, volunteers and visitors in all agencies and settings



This flowchart is intended for use as a brief guide. Refer to the [DFE Guidance What to do if you are worried a child is being abused](#) for more information, definitions and possible indicators of abuse (including child sexual exploitation).

## Appendix 17.2

### Allegations against adults in education settings: risk of harm to children (including schools, early years and alternative provision settings)



If you become aware that a member of staff/volunteer/supply or bank staff MAY have:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Committed a **criminal offence** against or related to a child or
- Behaved towards a child or children in a way that indicates they **may pose a risk of harm** to a child
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Where a child also discloses abuse or neglect by a member of staff, volunteer or supply/bank staff:

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

Report immediately to the person in charge: Hayley Bell Designated Safeguarding Lead / Aaron Seviour Deputy Safeguarding Lead

Any concern or allegation against the person in charge will be reported to: Lance Allen Town Clerk  
Unless there is clear evidence to prove that the allegation is incorrect, the person to whom the allegation was reported must:

Report the allegation within one working day to the Designated Officer for Allegations (DOFA)

- Contact the Multi-Agency Safeguarding Hub (MASH): **0300 456 0108** and select Option 3 then Option 4
- Or email [dofaservice@wiltshire.gov.uk](mailto:dofaservice@wiltshire.gov.uk)
- Out of Hours Emergency Duty Service: **0300 456 0100**  
(5.00pm to 9.00am weekdays, 4:00pm Friday to 9:00am Monday)

The DOFA will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history
2. Decide on next course of action - usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.

If the allegation threshold is **NOT met**, the DOFA will agree an appropriate response e.g. for your setting to undertake further enquiries or an internal investigation.

If the allegation threshold is met a strategy meeting will normally be held. Normally a senior manager/safeguarding lead, the DOFA, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is

Reviewed: September 2020

## Appendix 17.3

### Safeguarding Concerns

For completion by staff or volunteers when they become aware of child welfare concerns, in accordance with government guidance and the child protection policy. The Designated Safeguarding Lead will monitor concerns and report where appropriate to Children's Social Care if a child is deemed at risk of significant harm. This information will be disclosed only to those staff who need to know for the purposes of child protection. Concerns should usually be shared with parent/child, unless to do so may place a child/ren at increased risk of harm (if in doubt about this, consult with social care). Please write legibly and do not use acronyms. Exact words must be used even if they may offend.

<b>Date of alleged</b>		<b>Date/time of disclosure</b>	
<b>Name of child/ren</b>		<b>Class</b>	
<b>Name of person making this record</b>		<b>Role in setting</b>	
<b>Signed as a true record</b>		<b>Date DD/MM/YY</b>	

<b>Nature of concern</b>  <b>Attach additional sheet(s) if necessary</b>  (include observations as well as professional opinions)								
	<b>Body map used</b>	<b>Yes</b>		<b>No</b>				
<b>Any other relevant information</b> (previous concern, other professionals involved/SEN details etc.)								
<b>Current status with social care</b> (please tick & add name where known)	<b>None</b>		<b>Known to social care</b>		<b>Allocated social worker</b>		<b>Child protection plan</b>	

<b>Name of Designated Safeguarding Lead reviewing the concern</b>		<b>Initial Action taken</b>		<b>Date</b>	
---	--	-----------------------------	--	-------------	--

<b>Further action taken</b> <b>Please also record whether concerns were shared with:</b> <ul style="list-style-type: none"><li>• parents/carers</li><li>• MASH</li></ul>		<b>Date</b>	
<b>Final outcome</b>		<b>Date</b>	

## **BODY MAP**

**Appendix 17.4**

**SAFEGUARDING OVERVIEW SHEET**

**(To be included in the child's CP file when concerns are logged for the first time)**

Name of child \_\_\_\_\_ DOB: \_\_\_\_\_

Date file created \_\_\_\_\_

Nature of concern:

Other known names \_\_\_\_\_

Address \_\_\_\_\_

Other family members:  
(include full name, relationship e.g. mother, stepfather etc. For UI8s, include age, if known)

Are any other child protection files held at the setting relating to this child or another child closely connected to him/her? YES/NO

If yes, which files are relevant?

.....  
Name and contact number of Social Worker (Children's Social Care) or CAF details:

.....  
Name and contact number of any other agency workers involved:

.....  
Name of lead person responsible for reviewing this record:  
.....

For full details on how we process, store and dispose of your data, see our privacy policy. This can be found on our website, [Trowbridge.gov.uk](http://Trowbridge.gov.uk), or you can request a paper version by emailing [info@trowbridge.gov.uk](mailto:info@trowbridge.gov.uk)

**Appendix 17.5**



**Trowbridge Town Council**  
Working with the Community

**DISCLOSURE AND BARRING SERVICES SELF CERTIFICATION**

This form is a personal declaration on a self-certification basis and does not replace the need for an official Disclosure and Barring Service Certificate to be obtained. Completing a self-certification assessment at this time will enable us to provide you with a contract of employment without unnecessary delays caused by obtaining an official disclosure.

However, in the event of your official Disclosure and Barring Service Certificate contradicting the information you supply on this form, we reserve the right to terminate your employment with immediate effect.

You have the right of access to information held on you and other rights under the Data Protection Act 1998.

**Part A – Personal Details**

Title	First Name	Surname	Any previous names by which you may have been known -
Address:			
Postcode:			
Telephone number (s):			
E-mail address:			

**Date of Birth**

<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

**Gender: please tick**

<b>M</b>	<input type="checkbox"/>	<b>F</b>	<input type="checkbox"/>
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**Part B - Self Declaration**

**I. Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)** YES / NO

If yes, please supply details:

.....

.....

.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including ‘spent’ convictions.

**2. Are you a person known to any social services department as being an actual or potential risk to children?** YES / NO

If **yes**, please supply details:

.....  
.....  
.....

**3. Have you ever had a disciplinary sanction relating to child abuse?** YES / NO

If **yes**, please supply details:

.....  
.....  
.....

**4. Are you aware if any person with whom you live or work has been disqualified from working with children, under the Childcare Act 2006? (Disqualification by association) This may include living in or working on premises where a disqualified person lives or where a disqualified person is employed.** YES / NO

If **yes**, please supply details:

.....  
.....  
.....

**IMPORTANT**

The information contained on this form is, to the best of my knowledge and belief, true. If at any time during my employment there are any changes relating to any of the above disclosures I have made, I understand it is my responsibility to inform Trowbridge Town Council immediately.

I understand that I may be required to apply for a full Disclosure and Barring Service Certificate (DBS), a copy of which will be sent to Trowbridge Town Council. I also understand that if the Council have any reason to a) doubt my answers on this form b) have cause for concern raised by the findings of the DBS, they have the right to terminate my employment with immediate effect.

For full details on how we process, store and dispose of your data, see our privacy policy. This can be found on our website, [Trowbridge.gov.uk](http://Trowbridge.gov.uk), or you can request a paper version by emailing [info@trowbridge.gov.uk](mailto:info@trowbridge.gov.uk)

Signed: .....

Date: .....

## **Appendix I 7.6**

Information taken from the DBS website:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/148542/rehabilitation-offenders.pdf.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf.pdf)

### **WHAT IS THE REHABILITATION OF OFFENDERS ACT (ROA) 1974?**

The Rehabilitation of Offenders Act (ROA) 1974 applies to England, Scotland and Wales, and is aimed at helping people who have been convicted of a criminal offence and who have not re-offended since.

Anyone who has been convicted of a criminal offence, and received a sentence of not more than 2.5 years in prison, benefits as a result of the Act, if he or she is not convicted again during a specified period otherwise known as the 'rehabilitation period'. The length of this period depends on the sentence given for the original offence and runs from the date of the conviction. If the person does not re-offend during this rehabilitation period, they become a 'rehabilitated person', and their conviction becomes 'spent'.

For example, if a person receives a sentence of imprisonment or detention in a young offenders' institute of between 6 months and 2.5 years, the rehabilitation period is 10 years, or 5 years if the individual was under 18 at the time of conviction. For an absolute discharge the rehabilitation period is six months.

Sentences can carry fixed or variable rehabilitation periods and these periods can be extended if the person offends again during the rehabilitation period. However, if the sentence is more than 2.5 years in prison the conviction never becomes 'spent'. It is the sentence imposed by the courts that counts, even if it is a suspended sentence, not the time actually spent in prison.

Once a conviction is 'spent', the convicted person does not have to reveal it or admit its existence in most circumstances. However, there are some exceptions relating to employment and these are listed in the Exceptions order to the ROA. The two main exceptions relate to working with children or working with the elderly or sick people. If a person wants to apply for a position that involves working with children or working with the elderly or sick people they are required to reveal all convictions, both spent and unspent.

**Appendix 17.7**

**TROWBRIDGE TOWN COUNCIL**

**Safeguarding Policy**

**ACCEPTANCE SLIP**

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I have read and understood the Council’s Safeguarding Policy and I understand and accept the contents.

Signed .....

Name .....

Date .....

For full details on how we process, store and dispose of your data, see our privacy policy. This can be found on our website, [Trowbridge.gov.uk](http://Trowbridge.gov.uk), or you can request a paper version by emailing [info@trowbridge.gov.uk](mailto:info@trowbridge.gov.uk)

*Please return completed forms to HR*