

Safeguarding Children Policy and Procedure

Approved Full Council Wednesday 6th March 2024 – Review March 2025

Name of Organisation	Barton Upon Humber Town Council
Address	The Assembly Rooms. Queen Street, Barton Upon Humber, DN18 5QP
Telephone	01652 633598 / 07983 154787
Date Policy Agreed	6 th March 2024
Date of Next Review	March 2025
Signature	T Davis
Name and telephone number of Designated Protection Person	Tracey A Davis 01652 633598 / 07983 154787
Name and telephone number of Deputy Designated Protection Person	Carol Clark 01652 633598 / 07983 154787

1. Policy statement on safeguarding children

The values held by Barton Upon Humber Town Council are:

Barton Upon Humber Town Council recognises that all children have a right to protection from abuse. Barton Upon Humber Town Council takes seriously its responsibility to protect and safeguard the welfare of children and young people. We will:

- respond swiftly and appropriately to all suspicions or allegations of abuse and neglect;
- provide parents and children with the opportunity to voice their concerns;
- have a system for dealing with concerns about possible abuse and neglect.

2. The policy

Barton Upon Humber Town Council recognises that many children and young people today are the victims of physical, emotional, sexual abuse and/or neglect. Accordingly Barton Upon Humber Town Council has adopted the following policy guidelines. The policy sets out agreed guidelines for responding to allegations of abuse/neglect, including those made against staff and volunteers. These guidelines have been prepared in accordance with North Lincolnshire Children's MARS Policies and Procedures. They will be kept under review and be supported by appropriate training.

The policy applies to all staff and volunteers who act on behalf of Barton Upon Humber Town Council and who work with children. Every individual has a responsibility to inform the designated person, in respect of child protection or their deputy, of concerns relating

to safeguarding children. The designated person should decide if the concerns should be communicated to North Lincolnshire Children’s Services or the Police. However all staff and volunteers can contact North Lincolnshire Children’s Services directly if necessary.

3. Definitions of Abuse (Working Together 2018)

A concern should be raised if any of the following circumstances have or are happening to a child:

- Physical abuse
- Emotional abuse
- Sexual abuse (including Child Sexual Exploitation)
- Neglect

Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation 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 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 or 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 (including via the internet). 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 victims 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	<p>The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the 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:</p> <ul style="list-style-type: none"> • provide adequate food, clothing and shelter (including exclusion from home or abandonment); • protect a child from physical and emotional harm or danger; • ensure adequate supervision (including the use of inadequate caregivers); or • ensure access to appropriate medical care or treatment <p>It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p>

4. What you should do if you suspect abuse

- a. You must report concerns as soon as possible to Tracey A Davis Designated Child Protection Person on 01652 633598/07983 154787 who is nominated by Barton Upon Humber Town Council to act on their behalf in referring allegations of suspicions of abuse or neglect to North Lincolnshire Children’s Services. In the absence of the designated person, the matter should be brought to the attention of the deputy designated person Carol Clark on 01652 633598/07983 154787. If it is an emergency, and the designated person(s) cannot be contacted, then North Lincolnshire Children’s Services or the police should be contacted at the numbers given below. For further information, see [Helping Children and Families 2020-2024 \(northlincscmars.co.uk\)](http://northlincscmars.co.uk) and [Working Together to Safeguard Children \(northlincscmars.co.uk\)](http://northlincscmars.co.uk).
- b. If the suspicions relate to the designated person, then the deputy, North Lincolnshire Children’s Services or the Police should be contacted.
- c. Suspicions should not be discussed with anyone, other than those named above.
- d. It is the right of any individual to make direct referrals to North Lincolnshire Children’s Services. However this policy should be followed where possible.

5. Recording

- a. Write down exactly what the child has said in their own words. Write down the conversation held, where it was held, when and what was happening beforehand. Alternatively write down what you have observed, details of any witnesses, location, and your specific concern if you believe that a child has been abused or neglected. Record dates and times of the events and when the record was made. Keep all notes secure.

- b. Report your discussion as soon as possible to the designated person.
- c. Allegations against staff or volunteers will be investigated following local procedures. For further information see the Children's MARS Managing Allegations procedures

6. Maintenance of records

Retention	<ul style="list-style-type: none"> • For concerns raised and acted upon, a record should be kept until the child is 25 years old. • For concerns not acted upon, a record should be kept for 6 years after the child has ceased association with the organisation. • For concerns regarding staff or volunteers (even if they are no longer associated with the organisation) they should be kept on their personal file until retirement age 67 years old or for 10 years whichever is longer.
Storage	<ul style="list-style-type: none"> • Paper documents to be kept in the locked/fire proof file store. Electronic documents will be on the council's sharepoint system in restricted folders that the Designated and Deputy Designated Person only have access to.
Destruction	<ul style="list-style-type: none"> • All confidential waste is shredded on site or removed by North Lincolnshire Council confidential waste service. Electronic Files are permanently deleted from the One-Drive system.

7. Volunteer recruitment

Barton Upon Humber Town Council undertakes to adopt best practice guidelines for recruiting volunteers and we further undertake to:

- specify what the role is and what tasks it involves
- request identification documents if appropriate
- as a minimum meet and chat with the applicant before they commence work
- where appropriate, when regular unsupervised contact with children is likely to take place, Barton Upon Humber Town Council will request and check references and ask that individuals apply for a Disclosure and Barring Service (DBS) check in line with local Children's MARS for North Lincolnshire procedures.

8. E safeguarding and acceptable use policy for electronic equipment

- The only IT equipment in the building is staff managed laptops using the council password protected wifi. Councillors may use the wifi on their own devices when visiting the building but these devices are never left on site.
- Barton Upon Humber Town Council social media is totally in the control of Town Council Staff and two designated Councillors.
- Photographs are only used with consent from parents/guardians.

9. Whistle blowing procedures

It may be very hard to report a concern but as with all other difficulties people will come across, the safety and protection of a child at risk must be the priority in any decision that is made.

- Barton Upon Humber Town Council is committed to ensuring that all individuals have the ability to raise genuine concerns in good faith without fear of victimisation, subsequent discrimination or disadvantage, even if they turn out to be mistaken.

10. Contact information

	Name	Telephone Number
Main Contact for the Organisation	Tracey A Davis	01652 633598/07983 154787
Designated Protection Person	Tracey A Davis	01652 633598/07983 154787
Deputy Designated Protection Person	Carol Clark	01652 633598/07983 154787
National or support body for the organisation	East Riding North Lincolnshire County Association	01652 661617
North Lincolnshire Children Services Church Square House Church Square Scunthorpe DN15 6XQ		01724 296500 or 01724 296555 (extended hours)
Police Non Emergency		101
Police Emergency		999
Local Authority Designated Officer Independent Reviewing Service		01724 298293