



WARWICK TOWN COUNCIL SAFEGUARDING POLICY

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Date of policy: October 2025

Approving Committee: Finance and Policy

Date of Committee meeting: 9th October 2025

Policy Review: Every four years or sooner if there are changes in legislation or other relevant matters

Purpose of Policy:

It is the policy of Warwick Town Council (WTC) to safeguard the welfare of all members of the of the public of whom the Warwick Town Council encounter.

The purpose of the Safeguarding Policy is to provide a framework for safeguarding and promoting the welfare of children, young people and adults. The policy aims to ensure that:

- All children, young people and adults are safe and protected from harm;
- Other elements or provision and policies are in place to enable children, young people and adults to feel safe and adopt safe practices; and
- Everyone (e.g. Councillors, council staff, trustees and volunteers) are aware of the expected behaviours and the Town Council's legal responsibilities in relation to safeguarding and promoting the welfare of children, young people and adults.

This Policy is created to be in line with Warwick Town Councils, Youth Council Safeguarding Policy. To be used alongside this policy, the Safeguarding flow chart informs of the procedures to follow for safeguarding concerns.

This policy is designed to be in both electronic format and paper, a link is provided to be clicked on and the website addresses have also been supplied.

Policy Statement:

This policy develops procedures and good practice within the Town Council to ensure that each person can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people and vulnerable adults.

This policy has been developed in line with government legislation, publications and guidance and is aligned with [Home | Warwickshire Safeguarding Adults and Children's Board](#) (www.safeguardingwarwickshire.co.uk)

The Town Council takes seriously its responsibility under the current legislation to safeguard and promote the welfare of children, young people and adults; and to work together with other agencies to ensure that there are adequate arrangements within the Town Council to identify and support those who are suffering harm. Where someone is suffering significant harm, or is likely to do so, action will be taken to protect that person.

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The Town Council has a responsibility to make sure that it has an effective safeguarding policy and procedures in place and monitors that the council complies with them. The Town Council has appointed a Safeguarding Lead who has responsibility for dealing with all safeguarding issues. **The named safeguarding lead for Warwick Town Council is:**

Commented [KS1]: We will need a safeguarding lead named.

The Town Council recognises that for this policy to be effective, it is essential that everyone working for the Town Council has an understanding of what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard children, young people and adults and how to access further advice, support or services.

Responsibilities:

The Town Council recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and vulnerable adults from harm, abuse and exploitation. All people have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation and to that end the Town Council adopts this policy that applies to, and must be followed, by all Town Councillors, volunteers and staff.

We recognise our responsibilities for the safeguarding of all children and young people under the age of 18 and vulnerable adults over the age of 18 who may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or exploitation, regardless of gender, ethnicity or ability.

The council will:

- Take the interests and well-being of young and adults' people into account, in all our considerations and activities.
- Respecting the rights, wishes and feelings of the people with whom we work.
- Taking all reasonably practicable steps to understand the symptoms of neglect and abuse.
- Promoting the welfare of young people and adults and their protection within a position of trust.

Members of the Council and the staff will:

- Be responsible for putting this policy into practice at all times.
- Be responsible to ensure that young people and adults are protected from harm.
- Their behaviour is appropriate at all times.
- They follow the procedures following suspicion, disclosure or allegation of abuse and/or neglect.
- They recognise the position of trust in which they have been placed.
- In every respect, the relationships they form with the young people and vulnerable under their care are appropriate.

Any staff member working directly with young people and vulnerable adults will:

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- Have enhanced DBS checks every three years.
- Complete the NSPCC safeguarding training every three years
<https://learning.nspcc.org.uk/training/introduction-safeguarding-child-protection>

Each representative of the Town Council working with children, young people or vulnerable adults, whether paid or voluntary, will be given a copy of this policy and resultant procedures and will be required to follow them. A full copy of this policy and any resultant procedures will be made available on request to any member of the local community.

Reporting:

It is the duty of every representative of the Town Council, whether that representative be a Councillor, staff, employee or volunteer, to prevent the physical, sexual or emotional abuse, neglect or exploitation of children, young people and vulnerable adults. It is the duty of all to respond to concerns about the wellbeing of children, young people and vulnerable adults to report any abuse disclosed, discovered or suspected. The Town Council will fully co-operate with any statutory investigation into any suspected abuse linked to the activity or facility of the Town Council or Town Council representatives.

What to do if a child, vulnerable adult or third party makes an allegation. If a child, vulnerable adult or third party makes an allegation or discloses information which raises concern about significant harm:

- The initial response should be to listen carefully to what the child, vulnerable adult or third party says without interruption.
- Be understanding but do not give your opinion.
- Explain that what they say cannot be kept in confidence and will be passed to Children's Services and/or the police. If the allegation is raised by a child, the child must not be pressed for information, led or cross examined or given false assurances of absolute confidentiality. Such well-intentioned actions could prejudice police investigations, especially in cases of sexual abuse. If the child can understand the significance and consequences of making a referral to Family Connect, s/he should be asked his or her view by the referring professional. Although the child's view should be considered, it remains the responsibility of the professional to take whatever action is required to ensure the safety of that child and any other children.
- Do not undertake your own investigation.
- Make careful notes of what has been said to you or you have seen. Use the actual words said. Sign and date and time your notes.

Staff, Volunteers and Councillors can report abuse and seek advice via the Warwickshire Safeguarding Board, link blow.

[Report Abuse](https://www.safeguardingwarwickshire.co.uk/safeguarding-adults/report-abuse)

(<https://www.safeguardingwarwickshire.co.uk/safeguarding-adults/report-abuse>)

Alternatively, they can call:

ADULTS

Contact Social Care and Support on: **01926 412080**. Our social care and support teams can offer advice and support to you and, where necessary, arrange appropriate services.

CHILDREN:

For Professionals (Non-Emergency Services): If you're a professional with concerns about a child, call Family Connect at **01926 414144** and follow the options to get the appropriate response.

All staff, volunteers and councillors will be made aware of the reporting procedures through the Warwickshire Safeguarding Board.

Each representative of the Town Council working with children, young people or vulnerable adults, whether paid or voluntary, will be made aware of this **Policy**, how to locate it, and resultant procedures and will be required to follow them. A full copy of this policy and any resultant procedures will be made available on request to any member of the local community. This policy and any resultant procedures will be monitored and reviewed.

Commented [KS2]: Flow chart to go up on board, staff to be emailed with a copy.