WARWICK TOWN COUNCIL

Youth Council Safeguarding Policy

It is the policy of Warwick Town Council (WTC) to safeguard the welfare of all members of the Warwick Youth Council (WYC).

The Council will:
• Taking the interests and well-being of young people into account, in all our considerations and activities.
• Respecting the rights, wishes and feelings of the young 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 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 are protected from harm.

Each adult should ensure that:
• Their behaviour is appropriate at all times.
• They follow the procedures following suspicion, disclosure or allegation of child abuse.
• They recognise the position of trust in which they have been placed.
• In every respect, the relationships they form with the young people under their care are appropriate.

Councillor Members of the Youth Council will:
• 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

Good Practice Principles for working with the Youth Council
• Adults should not behave in a manner which would lead any reasonable person to question their suitability to work with children, or act as a role model.

• Adults must not work on their own with children. If a situation occurs when this arises, due to sickness or an emergency, always inform colleagues or parents/carers to ensure that someone can be present or nearby.

• Adults should ensure that at least one DBS checked and one other adult are present sufficiently early before a meeting of the Youth Council to greet any early arrivals. WYC members should not be left until at least 2 adults are present.

• Electronic communications to a young person will be copied to another Councillor member of the Youth Council.

• It is inappropriate to offer lifts to a child or young person. There may be occasions where the child or young person requires transport in an emergency situation or where not to do so may place a child at risk. If circumstances permit, the parent/carer or line manager should be informed before the lift is provided. The event must always be recorded and reported to the Proper Officer and parents/carers.

• In case of an instance of this occurring, relevant business insurance should be in place for the vehicle, Town Clerk to check this on an annual basis.

• Physical contact is discouraged and should only take place only when it is absolutely necessary and in a safe and open environment i.e. one easily observed by others.

• Always report any accidents/incidents or situations where a child becomes distressed or angry to the Leader of the Council.

What to do if a child or third party makes an allegation. If a child 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 or third party says without interruption.

• Offer reassurance about how the child will be kept safe.

• 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, (see link below for contact details) 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.

https://www.warwickshire.gov.uk/childrens-social-care/child-safeguarding-procedures-professionals/3

• 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.

Risk assessment

Each activity undertaken by WYC should have a risk assessment completed before the activity takes place.

The risk assessment should contain any relevant information to be shared with parents about any instructions for the event.
WYC Risk Assessment template.docx
All adults involved in the event to have a copy of the risk assessment before the event starts.

Contact information and consent.

The information on the below form should be completed on an annual basis by the responsible adult for each member of WYC
Youth Council members information March 2025.docx

Policy and Procedures

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. This policy and any resultant procedures will be monitored and reviewed at least annually.