



Halewood Town Council

Child Protection & Safeguarding Policy

Approved by Halewood Town Council	19 June 2025
Review by	June 2027

1. Introduction and Aims of this Policy

1.1 All Officers, Staff and elected members of Halewood Town Council have a duty to safeguard children and vulnerable adults.

1.2 This policy promotes good practice in safeguarding those using Halewood Town Council facilities.

2. Definitions

2.1 Children:

- Anyone under the age of 18 years

2.2 Vulnerable Adult: Those over the age of 18 years and who are or may be:-

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- In need of community care services by reasons of mental health or other disability, age or illness

2.3 Safeguarding:

- Protecting children and vulnerable adults from maltreatment
- Preventing impairment of children and vulnerable adults' health or development

2.4 Members:

- Those to whom the policy and procedures apply

3. To whom this policy applies

3.1 This policy applies to all Town Council employees, volunteers and contractors working for or on behalf of Halewood Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

3.2 It also applies to any individual, group or organization hiring, leasing or using the Halewood Town Council facilities for the purpose of delivering any service to children and vulnerable adults.

4. Principles

4.1 The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. Children and vulnerable adults have a lot to gain from sport, recreation and leisure. Their natural sense of fun and spontaneity can blossom in a positive environment supported by the Halewood

Town Council, who will aim to provide an excellent opportunity for them to learn new skills, become more confident and maximize their own unique potential. This Policy is based on the following principles:

- The welfare of children and vulnerable adults is a primary concern.
- All children and vulnerable adults whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse to the Town Clerk in the first instance. If the Town Clerk is unavailable, then to whomever is deputising for him/her at the time.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- Any personal data will be processed in accordance with the requirements of the Data Protection Act 2018 aka General Data Protection Regulation (GDPR).

5. Review

5.1 This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within Halewood Town Council. Examples include the possibility of a change in legislation, where Parish & Town Councillors may be required to undergo DBS checks. (Disclosure and Barring Service).
- Following any issues or concerns raised about the protection of children and vulnerable adults within Halewood Town Council.
- In all other circumstances, at least bi-annually.

6. Promoting a safe environment

6.1 All Officers, Staff and elected members of Halewood Town Council recognise that in order to promote a safe environment for children, and vulnerable adults the Halewood Town Council will:-

- Promote the health and welfare of children and vulnerable adults by the provision of facilities in which they can take part in sport, leisure and recreation safely.
- Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
- Adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Child Protection Policy and be guided by best practice policies and guidance from Knowsley MBC.
- Require all organisations using their facilities which have contact with children and vulnerable adults to have a Child Protection and Safeguarding Policy.
- Respond to any allegations of misconduct or abuse of children and vulnerable adults in line with this Policy.

- Provide safe facilities and do regular safety assessments.
- Ensure that employees and leaders of activities in Halewood Town Council facilities are aware of the safeguarding expectations.
- Ensure that the Policy for users of Halewood Town Council facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. For example, those adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks. (DBS)

7. Hiring of facilities to groups for use with children, young people or vulnerable adults

7.1 Halewood Town Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding policy for children, young people and vulnerable adults and/or agree to work to the Halewood Town Council Council's policy and relevant guidance.
 - Organise appropriate adult/carer ratio to children, young persons and vulnerable adults in accordance with up-to-date regulations. For young children, OFSTED recommendations are as follows for England and Wales: For 0 to 2 years – one adult to every three children (1:3)
 - For 2 to 3 years – one adult to every four children (1:4)
 - For 3 to 8 years – one adult to every eight children (1:8)
 - For over-8s – one for the first 8, then one for every additional 10 children.

There should always be more than one adult for any group and at least one should be female. Helpers under 18 years old count as children and not adults in these ratios. If you have several teenage helpers, who are under-18, you will need more adult leaders, not fewer.

- Ensure leaders make their members aware of the Halewood Town Council Council's Policy and ensure that it is followed whilst using Halewood Town Council facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is/have access to their own first aid equipment. Halewood Town Council will not require hirers to show all your staff DBS checks, but you will be required to verify that all staff/volunteers have them in place.
- Do risk assessments for individual activities.

8. Safe working practice

8.1 All users of Halewood Town Council Facilities must follow the safeguarding children, young people and vulnerable adults' policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.

- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

9. Expectations of behaviour

All users of Halewood Town Council Facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, Halewood Town Council Councillors', the Halewood Town Council clerk or parents and carers, as appropriate.

10. Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a potentially misunderstood position with a child or vulnerable adult. It is advisable for interviews or work with individual children and vulnerable adults or parents to be conducted in view of other adults.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the lead person/ supervisor or the most senior staff member available.
- If the allegation made to a member of staff concerns the lead person/ supervisor the recipient of the allegation will immediately inform the person's line manager or the Halewood Town Manager.
- Halewood Town Council should follow the Knowsley Borough Council procedures for managing allegations against staff/volunteers on the appropriate website. No attempt should be made to investigate or take action before consultation with the Local Authority. In this case Knowsley MBC.

11. Whistleblowing

11.1 All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues. See References for the Halewood Town Council general purpose Whistle Blowing Policy.

12. What should be a cause for concern?

12.1 Staff and volunteers should be concerned about any action or inaction which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

12.2 All staff and volunteers coming in to contact with children and vulnerable adults need to have an awareness of safeguarding. Free introductory online training can be arranged.

13. Guidance for Organizations

13.1 It is crucial that the Town Council's Child Protection and Safeguarding policy and procedures apply to everyone who works on behalf of your organisation. This includes all professional and non-professional, full and part-time staff, paid and unpaid employees, Councillors', volunteers, coaches, officials, parents, guardians and the children.

13.2 It may be necessary to include an opening statement in your Policy defining to whom your Policy and Procedures apply to ensure that all the categories listed above are included.

13.3 It is advisable to formally require any other individual who is associated with your organisation to agree to abide by your policy and procedures for the duration of their involvement with your organisation e.g. a specialist working with a group of developing child athletes who is not a member but whose services are used by the governing body either paid or unpaid.

13.4 It is also advised that Town Councils include within the plan for adopting a policy and procedures, a process to ensure all organisations using their facilities have a reciprocal policy and procedures, either by adopting the governing body's policy and procedures or by developing a policy and procedures to an agreed standard that enables the required action for delivering child protection good practice.

13.5 Monitoring and evaluation are critical components of any policy with these procedures likely to be subject of amendment because of changes in legislation, case reports, changes in the sporting environment, research findings, to name a few.

13.6 Documents for Reference

Knowsley Multi Agency Safeguarding Hub (MASH) & DBS Checks

- [Knowsley Safeguarding Children Board Procedures Manual \(proceduresonline.com\)](http://proceduresonline.com)