



Saltash Town Council
Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

13 December 2024

Dear Councillor

I write to summon you to an **Extraordinary Personnel Committee meeting** to be held at the Guildhall on **Thursday 19th December 2024 at 6.30 pm.**

The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'M Martin'.

Councillor Martin
Chairman of the Personnel Committee

To Councillors:

J Dent J Foster S Martin (Chairman) S Miller J Peggs (Vice-Chairman) B Stoyel	Other members of the Council for information
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Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration
4. To receive and approve the minutes of the Personnel Committee held on 31 October 2024 as a true and correct record. (Pages 4 - 15)
5. To receive a report on the Town Council HR service and consider any actions and associated expenditure. (Page 16)
6. To receive amendments to the Safeguarding policy and consider any actions. (Pages 17 - 44)
7. Public Bodies (Admission to Meetings) Act 1960
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

Chairman to confirm the Personnel Meeting is now in Part Two.

Members are reminded that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.
8. To receive a report and associated documents on the role of the Responsible Finance Officer and consider any actions and associated expenditure.
9. To receive advice from the Cornwall Council Monitoring Department and consider any actions and associated expenditure.
10. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.

11. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 27 February 2025 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 31st October 2024 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Miller, J Peggs (Vice-Chairman) and B Stoyel.

ALSO PRESENT: J Turton (HR Consultant), S Burrows (Town Clerk / RFO), I Bovis (Service Delivery Manager), D Orton (Community Hub Team Leader) and W Peters (Finance Officer).

APOLOGIES: S Martin (Chairman).

33/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

34/24/25 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

35/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 20 JUNE 2024 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on 20 June 2024 were confirmed as a true and correct record.

36/24/25 **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed Members on the budget statement received and contained within the circulated reports pack.

Councillor Miller joined the meeting.

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED**:

1. To approve to vire £1,800 from budget code ST PF EMF Staff Contingency to 6662 ST PE HR Professional Fees;
2. To approve to vire £7.00 from budget code 6694 ST PF EMF Staff Contingency to 6659 ST PF Town Sergeant and Mace Bearer Fees.

37/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

38/24/25 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

39/24/25 **TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to approve the Personnel Committee deliverables and scores for quarter 1 and quarter 2.

40/24/25

TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Attended;

The Town Clerk briefed Members on the staff training record received and contained within the circulated reports pack, stating that further work is required to bring the recording of training up to date.

It was **RESOLVED** to note.

b. Training Requests;

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED**:

1. To approve the Administration Officer (recently appointed Office Manager / Assistant to the Town Clerk) to undertake her CILCA qualification in the financial year 2025-26 subject to a training agreement being put in place;
2. At a cost of £750 allocated to budget code 6656 Staff Training;
3. To approve additional support for study time outside of the webinar sessions by delegation to the Town Clerk to manage in accordance with the syllabus for the course and Town Council operational needs.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED**:

1. To approve the Service Delivery Manager to attend the IOSH Managing Safely training at a cost of £625 + VAT allocated to budget code 6676 ST PE Staff Training;
2. To approve a Service Delivery General Assistant to attend the IOSH Working Safely training at a cost of £250 + VAT allocated to budget code 6676 ST PE Staff Training.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to approve the Assistant Service Delivery Manager to attend the Legionella Risk Assessment and Risk Management training at a cost of £265 + VAT allocated to budget code 6675 Staff Training.

41/24/25 TO NOTE THE APPOINTMENT OF THE DEVELOPMENT AND ENGAGEMENT MANAGER.

It was **RESOLVED** to note the appointment of the Development and Engagement Manager commencement date 30 September 2024.

42/24/25 TO NOTE THE APPOINTMENT OF THE OFFICE MANAGER / ASSISTANT TO THE TOWN CLERK.

It was **RESOLVED** to note the appointment of the Officer Manager / Assistant to the Town Clerk commencement date 1 November 2024.

43/24/25 TO RECEIVE STAFF COMPLIMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note staff compliments received and to commend staff for the fantastic work being achieved for the community.

Councillor Foster left the meeting.

44/24/25 TO REVIEW PROVISION FOR FLU AND COVID VACCINES FOR ALL TOWN COUNCIL OFFICERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Foster returned to the meeting.

Members noted there are alternative locations for Officers to have a flu/covid vaccine at a more reasonable price. The report is an example of cost.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED:**

1. To approve provision for flu and covid vaccines for all Officers, delegated to the line managers to approve reasonable associated cost within budget;
2. To approve back dated expenditure for flu and covid vaccines for the year 2024-25;
3. Allocated to budget code 6654 Staff Welfare.

45/24/25 **TO RECEIVE THE NATIONAL JOINT COUNCIL SCALE INCREASE FOR THE YEAR 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 7 November 2024 to accept and implement the pay award for the year 2024-25 as follows:

1. An increase of £1,290 on all NJC pay points up to point 43;
2. An increase of 2.5% for all scale points above 43;
3. To be back dated with effect from 1 April 2024;
4. To note the NJC scale increases for the year 2024-25 are above the latest Real Living Wage rate of £12.60 per hour.

46/24/25 **TO RECEIVE A REPORT ON THE COMMUNICATION AND ENGAGEMENT OFFICER ROLE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve an additional 12 hours per week for the Communications and Engagement Officer role as per the job description (as attached) together with the Development and Engagement Managers supporting report;
2. To advertise with immediate effect with there being sufficient funds within the 2024-25 budget;
3. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

Please note: the Communications and Engagement Officer job description and person specification was recommended to Full Council by the Personnel Committee (minute 92/23/24b) where Full Council approved the role into the existing Town Council organisation structure (minute 367/23/24 recommendation 4).

47/24/25

TO RECEIVE A REPORT ON APPOINTING AN ASSISTANT COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve the new role, Assistant Community Hub Team Leader into the existing Town Council organisation structure;
2. To approve the job description and person specification (as attached) together with the Community Hub Team Leader's supporting report;
3. To advertise with immediate effect with there being sufficient funds within the 2024-25 budget;
4. To note the role replaces the 30-hour Library and Information Assistant post;
5. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

Community Hub Team Leader left the meeting.

48/24/25

TO RECEIVE A REPORT ON APPOINTING ADDITIONAL SERVICE DELIVERY STAFF AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve the new, Service Delivery General Assistant into the existing Town Council organisation structure;
2. To approve the job description and person specification (as attached);
3. To advertise from 1 April 2025;
4. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024;
5. To approve the new, part time (afternoon) Administration Assistant into the existing Town Council organisation structure;
6. To approve the job description and person specification (as attached);
7. To advertise from 1 December 2024 with there being sufficient funds within the 2024-25 budget;
8. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

The Service Delivery Manager left the meeting.

49/24/25

TO RECEIVE THE DRAFT EMPLOYEE RECOGNITION SCHEME AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 7 November 2024 to approve and adopt the draft Employee Recognition Scheme.

50/24/25

TO SET THE PERSONNEL COMMITTEE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer briefed Members on the budget for the year 2025/26 received and contained within the circulated reports pack.

Councillor Foster left and returned to the meeting.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Personnel Committee budget statement for the year 2025/26 as attached, to the Policy and Finance Committee meeting to be held on 12 November 2024, inclusive of the following amendments:

Personnel Expenditure

1. To vire unspent funds from budget code 6654 ST PE Staff Welfare to budget code 6691 ST PE Legal Fees & Welfare, subject to there being an unspent balance available at the end of the year;

Staff Training

2. To delete budget code 6678 ST PE Staff Training (Guildhall) as it is no longer required;
3. To vire unspent funds from budget code 6678 ST PE Staff Training (Guildhall) to 6676 ST PE Staff Training (Service Delivery), subject to there being an unspent balance available at the end of the year;

Staff Salaries

4. To remove Guildhall Staffing Costs as it is no longer required;
5. To vire unspent funds from Guildhall Staffing Costs to Services Salaries, subject to there being an unspent balance available at the end of the year;

Personnel EMF Expenditure

6. To rename budget code 6691 ST PE EMF Legal Fees to 6691 ST PE EMF Legal Fees and Staff Welfare;
7. To note Policy and Finance recommended a virement from 6661 ST PF Finance Consultancy Fees of £9,097 to budget code 6694 ST PF EMF Staff Contingency;
8. To vire unspent funds from budget code 6700 ST SE Service Delivery Staff Contingency to budget code 6696 ST GH EMF Guildhall Staff Contingency;
9. To approve the Staff Contingency adjustment of 10% of salary cost.

The Finance Officer left the meeting.

51/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Members in attendance noted the Chairman's statement.

52/24/25

TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the importance of filling the Administration Officer post at the earliest opportunity.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to approve the Administration Officer role to be filled on a 6-month temporary basis via a recruitment agency, moving to permanent thereafter, as per the existing Town Council structure, to support the Office Manager / Assistant to the Town Clerk.

It was **RESOLVED** to note the Chairman and Town Clerk approved a day's compassionate leave for a member of staff in line with the Employee Handbook.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to approve a £50 voucher and certification at a Full Council meeting for staff recognition allocated to budget code 6660 ST PE Staff Recognition.

The Town Clerk briefed Members on the potential impact to staff travelling to and home from work during the Saltash tunnel stage 2 project.

It was proposed by Councillor Stoyel, seconded by Councillor Foster and **RESOLVED:**

1. To delegate to the line managers to manage their department appropriately without compromising Town Council operational needs, reporting directly to the Town Clerk on a regular basis;
2. To note; permanent home working is not approved by the Personnel Committee.

It was **RESOLVED** to note the remainder of the staffing report from the Town Clerk.

The Town Clerk informed Members that the meeting is about to exceed 2 ½ hours breaching Standing Orders.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and **RESOLVED** to suspend Standing Orders, Section 3.26, and to continue with the remaining items of business to be discussed on the agenda.

TO RECEIVE A COLLABORATIVE FLEXIBLE WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of a collaborative flexible working request received and contained within the reports pack.

The Town Clerk further briefed Members on the Flexible Working Regulations under the Employment Law Bill set by the previous government and the further updated Flexible Working Regulations under the new government to commence 1 April 2025.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the collaborative flexible working request for the Town Council Administration and Finance departments within the Terms of Reference for the Committee as follows:

1. Monday to Thursday 8am to 4pm on a rota basis, managed by the line managers;
2. Friday 9am to 4.30pm;
3. To note; the Town Council gains an additional one-hour support Monday to Thursday from 8am to 9am
4. The Town Clerk to liaise with Human Resources Support Consultancy to ensure the correct employee documents are in place.

The above is subject to **RECOMMENDING** to Full Council to:

1. Approve the amended operational hours of the Town Council from 9am to 5pm to 8am to 5pm Monday to Thursday;
2. Approve the amended operational hours of the Town Council from 9am to 5pm to 9am to 4.30pm on Friday's only;
3. To note face-to-face operational hours remain the same Monday to Friday 10am to 1pm and 2pm to 4pm;
4. To commence at the earliest opportunity.

54/24/25 TO RECEIVE A REPORT FROM HUMAN RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Judy Turton from Human Resources Support Consultancy joined the meeting via Teams and briefed Members on the Private and Confidential report Members received for consideration.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to approve Human Resources Support Consultancy recommendations received at this evening's Personnel Committee meeting taken in confidential session.

Judy Turton left the meeting.

55/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

Nothing to report.

56/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Foster, seconded by Councillor Miller and **RESOLVED** that the public and press be re-admitted to the meeting.

57/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 27 February 2025 at 6.30 pm

Rising at: 9.55 pm

Signed: _____
Chairman

Dated: _____

To receive a report on the Town Council HR service and consider any actions and associated expenditure

For consideration:

Saltash Town Council appoints Human Resources Support Consultancy (HRSC) to manage HR matters on behalf of the Town Council. The associated monthly cost for the year 2024-25 is £723.45. The monthly increase for the year 2025-26 is £745.15.

Further to this, Members are asked to consider approving HRSC to undertake admin duties, such as, letter writing to staff (NJC increases, year-end annual leave, flexible working, are a few examples) on a temporary basis until the work is brought to a reasonable level to be undertaken in-house. At present, we are not meeting the requirements.

The associated monthly cost is an additional retainer of £150.

Finance:

Budget Code: 6662 HR Professional Fees

2024-25 Budget Availability: £3,372

Budget Code: 6662 HR Professional Fees

2025-26 Budget Availability: £10,815

End of Report

Town Clerk / RFO

To receive amendments to the Safeguarding policy and consider any actions

Information:

A review of the Town Council's Safeguarding policy has been conducted to ensure it aligns with current legislation, regulations, and statutory safeguarding guidance.

The attached revised policy incorporates updated recommendations based on recent research and best practices in safeguarding, ensuring it remains robust and effective.

Please note: The following Town Council policies and procedures are also under review and any recommendations received and reviewed at a future Policy and Finance meeting to ensure consistency across all Town Council policies:

- Grants Policy
- Grants Policy Application Form
- Data Protection and Retention Policy
- Professional Youth Work Tender Specification (annual publication)

Research:

Every organisation who works with children or adults at risk needs to have someone in charge who will take a lead on safeguarding. This person is referred to as the Designated Safeguarding Lead or Officer (DSL/DSO).

Currently the Designated Safeguarding Lead is the Town Clerk. The Town Clerk training expired many years ago. It is not appropriate for the Town Clerk to be the Designated Safeguarding Lead because the Designated Safeguarding Lead will need a senior member of staff to report to.

What is a Designated Safeguarding Lead / Designated Safeguarding Officer?

A Designated Safeguarding Lead (DSL) is the person appointed to take lead responsibility for safeguarding issues within an organisation.

They must be well equipped, experienced, knowledgeable and prepared for the responsibilities that comes with being a DSL as they are required to coordinate and oversee safeguarding procedures, as well as being the first point of contact if anyone has concerns.

Who can be a Designated Safeguarding Lead / Designated Safeguarding Officer?

You do not need to be one of the most senior members of your team to be a Designated Safeguarding Lead, however, it is often desirable to be part of a senior management team and report directly to the Chief Executive or the Lead Director for Safeguarding.

A DSL / DSO is the person in charge of safeguarding and child protection in an organisation. They are the first point of contact for staff and volunteers who are concerned about a child, young person, or vulnerable adult.

The role can be performed by one person or split between staff. Larger organisations may have a safeguarding team.

Although it can vary between different organisations, the designated DSL/DSO should:

- Be someone with authority in a group, such as a manager
- A senior and experienced member of staff or volunteer
- Have an appropriate DBS check commensurate with the role and conforming with DBS guidance.
- Have at least two references which are followed up

All DSOs should have appropriate Safeguarding training.

Legislation does not specify this training, but it must support the role to carry out safeguarding responsibilities and protect children, young people and adults.

The DSO is responsible for leading on Safeguarding policies and procedures.

Good practice indicates that Saltash Town Council should consider a Deputy DSO to cover for the DSO and provide increased Safeguarding support.

On review of the Town Council organisational chart / roles and responsibilities, and because the Community Hub Team Leader role could require a higher level of Safeguarding training than other roles, it would make sense for the CHTL to be DSO/DSL and good practice in their absence a Deputy be appointed, the Office Manager / Assistant to the Clerk.

Training and Development:

It's important that everyone in an organisation understands their safeguarding responsibilities.

Training is only necessary for those that directly work or volunteer with children and vulnerable adults.

Currently only the Library Hub undertake safeguarding training with Cornwall Council - e-learning course 'Mandatory Safeguarding in Cornwall' required to be repeated every 3 years.

At Saltash Town Council the following departments and Councillors would be recommended to undertake Safeguarding Level 1 Training as this has been identified as good practice for roles where direct contact is not the main part of their role.

- Library
- Service Delivery
- Administration
- Development and Communications

Level One Safeguarding Training

Training provided in partnership with Livewire in exchange for free use of Isambard House.

Training covers the basic elements of safeguarding such as what safeguarding is, what to look for and what is your responsibility.

Cost: Free use of Isambard House

Level Three - Working Together to Safeguard Children – DSL / DSO

Training is available via Cornwall Council for Level Three - Working Together to Safeguard Children.

Cornwall Council have no costs for their courses. In terms of DSL training, this is for new DSL's rather than acting as a refresher. We offer a full day new DSL course, and a refresher for existing DSLs.

The DSL full day and refresher course are now offered through Education Effectiveness. They can be found on the Services For Schools site,

link: <https://www.schools.cornwall.gov.uk/Training>

Here is the link to the OSCP Training website where Cornwall Council have lots of appropriate courses:

<https://ciossafeguarding.org.uk/events>

In regard to the Working Together course, this is offered 3 times a month and alternates between face-to-face training across Cornwall or online training.

Please refer to the attached policy for review.

End of Report

Office Manager / Assistant to the Town Clerk

Safeguarding Policy

RESPONSIBLE COMMITTEE: PERSONNEL

This is a policy/procedure document of Saltash Town Council to be followed by both Councillors and Employees.

Current Document Status			
Version	2024/25	Approved by	ATM
Date	02.05.2024	Responsible Officer	AJT
Minute no.	64/24/25c(13)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
08.2017	1	CC/SB	FTC 03.08.2017	213/17/18	From training
07.2019	2	CC/AJT	P&F 23.07.2019	64/18/20b	Updated model
11.2021	3	AJT	FTC 01.12.2022	280/22/23f	Reviewed as STC services expand
05.2023	2023	AJT	ATM 04.05.2023	65/23/24c(xiv)	Readopted
02.2024	2024	AJT	P&F 27.02.2024	156/23/24c(15)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Rec. from P&F. Approved.
05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(13)	Readopted

Document Retention Period
Until superseded

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Safeguarding Policy

Introduction

Saltash Town Council (STC) recognises that safeguarding children, young people and adults at risk is a collective responsibility and all staff who, during the course of their employment have direct or indirect contact with children and vulnerable adults, or who have access to information about them, have a responsibility to safeguard and promote the welfare of children and vulnerable adults.

~~The purpose of this policy is to make sure that all Members, employees, volunteers and contractors are aware of what is required in relation to the protection of children, young people and vulnerable adults. This policy will also help maintain a safe and positive environment for users of Saltash Town Council services.~~

Purpose of Policy

The purpose of this policy is to make sure that all Members, employees, volunteers and contractors are aware of what is required in relation to the protection of children, young people and vulnerable adults.

The policy will set out the duty to safeguard and promote the welfare of children, young people and vulnerable adults and how this will be implemented by Saltash Town Council in the discharge of its duties. This is a joint policy as there are similarities in many of the actions needed to safeguard children and young people and to safeguard vulnerable adults.

However, the Town Council recognises that there are also some distinct differences between these groups, and these are reflected in this document and relevant supporting policies and guidance.

Policy Application

This policy applies to:

- ~~all employees of STC including temporary and agency staff,~~
- ~~all Council elected Members,~~
- ~~all organisations with a working relationship with STC including external suppliers,~~
- ~~work experience volunteers working with STC,~~

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- ~~volunteers working with STC.~~

~~NOTE: It is not the role of Saltash Town Council to investigate allegations of abuse. However, all Members, employees, volunteers and contractors working in partnership with Saltash Town Council have a responsibility to take action when they suspect or recognise that a child or vulnerable adult may be a victim or at risk of significant harm or abuse.~~

Policy Statement

To develop procedures and good practice within Saltash 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.

To provide evidence of how this is being implemented within its own organisation and within multi-agency working arrangements and of its plans to address any gaps in these arrangements.

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Saltash Town Council is committed to taking all reasonable precautions to safeguard the welfare of children, young people and vulnerable adults that use its services and will promote a safeguarding culture and environment.

- We will endeavour to keep children, young people and vulnerable adults safe from abuse.
- Suspicion of abuse will be responded to promptly and appropriately.
- We will always act in the best interests of the child, young person or vulnerable adult.
- We will proactively seek to promote the welfare and protection of all children, young people and vulnerable adults living in the local community.
- We will endeavour to ensure that unsuitable people are prevented from working with children, young people and vulnerable adults through, as appropriate, the recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.

- We will take any concern made by a member, employee, volunteer or contracted service provider or child / vulnerable adult seriously and treat it with sensitivity.

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Policy Application

This policy applies to:

- all employees of STC including temporary and agency staff,
- all Council elected Members,
- all organisations with a working relationship with STC including external suppliers,
- work experience volunteers working with STC,
- volunteers working with STC.

NOTE: It is not the role of Saltash Town Council to investigate allegations of abuse.

However, all Members, employees, volunteers and contractors working in partnership with Saltash Town Council have a responsibility to take action when they suspect or recognise that a child or vulnerable adult may be a victim or at risk of significant harm or abuse.

All partners and wholly owned companies should have regard to Saltash Town Councils policy and ensure that their individual policies are not at odds with it.

Saltash Town Council expects that any organisation wishing to provide, or providing, services where staff are employed to work directly or indirectly with children, young people or vulnerable adults are able to demonstrate standards of safeguarding commensurate with those expected of stator organisations.

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Safeguarding Children and Young People

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Definitions for the purposes of this policy

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A child is “anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989. (See Children’s Act 2004).

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An adult is anyone over 18 years of age.

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A vulnerable adult is a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness.

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A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse (Department of Health).

What do we want to achieve for our children?

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Saltash Town Council aims to ensure that children in Saltash, Cornwall achieve the five outcomes for Children that are identified in the Children Act 2004, which are: -

- Be Healthy – physical and mental health and emotional well-being
- Stay Safe – prevention and protection from harm and neglect
- Enjoy and Achieve – education, training and recreation
- Make a positive contribution to society
- Achieve Economic and Social Well-being.

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What does this mean?

“Safeguarding and promoting the welfare of children” means:

- protecting children from maltreatment;
- preventing the impairment of children’s mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

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Legal framework

Saltash Town Council does not have a legislative role in safeguarding and promoting the welfare of children as defined in Chapter 3 of the statutory guidance to the Children Act 2004, ‘Working Together to Safeguard Children’.

However Saltash Town Council recognises it is a local organisation that works alongside children and families and as such can and must therefore play an important role when it comes to safeguarding children.

Therefore, this policy is drawn up based on legislation, policy and guidance that seeks to protect children, young people, and vulnerable adults in England.

(https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf).

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Section 11 of the Children Act ~~2004~~ 2004

(<https://www.legislation.gov.uk/ukpga/2004/31/section/11>)

places a duty on a range of organisations to ensure their functions and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

Section 16 of the Children Act 2004, which states that local authorities and each of the statutory partners must, in exercising their functions relating to Local Safeguarding Children boards, have regard to any guidance given to them by the Secretary of State.

Working Together 2023 aims to help professionals understand what they need to do, and what they can expect of one another, to safeguard children. It focuses on core legal requirements making it clear what individuals and organisations should do to keep children safe. In doing so, it seeks to emphasise that effective safeguarding systems are those where:

- the child's needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates;
- all professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
- all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care;
- high quality professionals are able to use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child;
- all professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes.

If staff have concerns about the outcome of a referral they are to escalate the concern by contacting the Designated Safeguarding Lead or if not appropriate, the Town Clerk.

Safeguarding Vulnerable Adults

Definition

A vulnerable adult is a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness.

The Care Act 2014 sets out statutory duties for safeguarding adults. Under section 42 of the Care Act 2014 safeguarding duties apply to an adult who:

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- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. The adult experiencing, or at risk of abuse or neglect will be referred to as the adult throughout this policy.

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What do we want to achieve?

Saltash Town Council works to the Care Act – Six key principles of adult safeguarding (Care Act Guidance, paragraph 14.13):

Everyone has the right to live his or her life free from violence, fear and abuse.

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- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

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Saltash Town Council will ensure that all members of staff know or can easily find out what they need to do if they have a concern about the abuse or neglect of vulnerable adults.

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What does this mean?

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Staff will be able to recognise abuse. The main forms of abuse are divided into the following categories:

- Physical abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint, inappropriate sanctions
- Sexual abuse – including rape, sexual assault, sexual acts to which a person has not consented, could not consent or was pressurised into consenting
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, withdrawal from services or supportive networks
- Financial or material abuse – including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, adequate nutrition, and heating
- Discriminatory abuse – including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- Institutional abuse, neglect and poor professional practice. This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

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(No Secrets: guidance on protecting vulnerable adults in care - GOV.UK)

The Care Act 2014 sets out statutory duties for safeguarding adults.

How to report a safeguarding concern

Councillors and staff will respond appropriately when they see or are concerned about abuse. This means that councillors and staff will report and record their concerns about abuse.

If Councillors or staff have any concerns about a child's or vulnerable adults' welfare they should act immediately.

Contact the **Multi Agency Referral Unit (MARU)** on **0300 123 1116**

(see <https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/>)

If the concerns arise out of office hours contact **01208 251300**. Please ensure you have as much factual information, about the child/vulnerable adult, as possible when you telephone and include:

- Full name
- Date of Birth
- Address
- Family details
- Factual information about concerns identified.

Telephone calls will need to be followed up in writing by completing the multi-agency referral form. This is available from the Cornwall and Isles of Scilly Safeguarding Children Partnership website <https://ciossafeguarding.org.uk/>

Definitions of Abuse

- **Abuse** covers any form of physical, emotional, mental and sexual abuse including bullying, including lack of care that leads to injury or harm. For vulnerable adults abuse may also be financial.
- **Neglect** is where people fail to meet a child's or vulnerable person's basic physical / psychological needs and is likely to result in the serious impairment of their health or development, e.g. failure to ensure that a child is protected from unnecessary risk of injury, or exposing them to undue cold.
- **Physical Abuse** is where physical pain or injury is caused, e.g. hitting, shaking, biting, etc.
- **Sexual Abuse** is where children or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other

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~~person or persons involved. This includes inappropriate photography or videeing.~~

- ~~● **Emotional / Mental Abuse** is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g. bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.~~

Responsibilities for Safeguarding

Saltash Town Council will ensure that:

- All Town Councillors and staff are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- There is a named Safeguarding Lead who has undertaken appropriate training and will regularly attend training updates.

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Designated Safeguarding Officer / Lead

The Designated Safeguarding Officer / Designated Safeguarding Lead is the Community Hub Team Leader

In the absence of the Community Hub Team Leader the Deputy Designated Safeguarding Officer / Lead the Office Manager / Assistant to the Town Clerk is the point of contact.

The Town Council will ensure it meets its responsibilities by:

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1. Undertaking Safer Recruitment¹

~~Saltash Town Council demonstrates its commitment to safeguarding and promoting the welfare of children, young people and adults at all stages of the recruitment and selection process. Where appropriate, utilising the Disclosure and Barring Service, particularly staff who work or have contact with children, young people, vulnerable adults and their families or carers.~~

Staff employed by the Town Council have training so that they know of the appropriate procedures in place, and of their role in responding to concerns about children, young people, vulnerable adults and other safeguarding matters.

¹ Recruitment and Selection Policy applies

In collaboration with partners, for example Cornwall Council, safeguard and promote the welfare of children, young people and vulnerable adults.

Any concerns are recorded and passed over to other agencies.

Consistent, fair and thorough safer recruitment practices and procedures are in place that will ensure that those recruited are suitable to work within the Town Council's services.

2. Training and Awareness²

Everyone Councillors and staff will be advised on the boundaries of appropriate behaviour as part of their employee and volunteer induction and informed of the relevant policies. More in depth Basic level mandatory training is undertaken on a regular basis by employees and working in frontline areas delivering services that are used by members of the public.

Councillors will be provided with to undertake basic level training and made aware of safeguarding awareness information as part of their induction.

Line managers are responsible for ensuring that safe and appropriate working practices are in operation. An ongoing culture of vigilance with a commitment to safeguarding with clear procedures and support for raising concerns should be in place.

3. Signposting and Prevention Policy Objectives

Saltash Town Council's main policy objective is to ensure that we will promote safeguarding as the moral norm so that it becomes everybody's business. By everybody's business we mean that all staff and Councillors in all areas of the organisation connected with children, families and vulnerable adults, understand their safeguarding responsibilities and their active role in working together to safeguard children and vulnerable adults from harm.

- For this policy to be effective it is essential that each person has an applied understanding of what safeguarding means,
- knows that safeguarding is everyone's responsibility,
- knows the signs and symptoms of potential harm,

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² Employee Handbook

- knows how to access safeguarding information, advice and guidance, and is committed to making an informed contribution to safeguard children, young people and vulnerable adults.

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It is imperative that Councillors as individuals and the Town Council as a body, fully understand the community that they serve and the many and varied risks that exist within that community related to safeguarding not only children, but the vulnerable adults in the area.

Knowledge and understanding about safeguarding will also enable all Councillors to be vigilant about possible threats or dangers which may be occurring in the community such as Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) or Right-Wing Activism.

The Town Council's appointed DSL (Designated Safeguarding Lead), will use information shared by the police to inform their actions around safeguarding.

All members of the Town Council should understand what they must do if they are concerned about a child or adult and should be able to articulate that responsibility.

3-

Safeguarding Children and Young People

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The following principles will underpin all the Town Council's connection with children and young people.

Our approach will be: -

- Child centred – seeing and listening to children and young people
- Rooted in understanding child development
- Support the achievement of best possible outcomes for children
- Holistic in approach – seeing the whole of the child and not just aspects of their lives
- Understand diversity, the impact of discrimination and how to ensure equality of opportunity
- Respect for the views of parents/carers

- Identify and build on strengths and protective factors, as well as identifying and addressing difficulties and risks
- Work collaboratively, sharing information as appropriate
- Provide support as a continuing process not for brief periods in relation to particular events
- Achieve good standards in safeguarding practice consistently and be informed by evidence.

Safeguarding Vulnerable Adults

The following principles will underpin all the Town Council's connection with vulnerable adults: We recognise that we can play a significant part in the prevention of harm to children, young person or vulnerable adult by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our organisation will support children, young people or adults by:

- Establishing and maintaining an ethos, understood by everyone, which enables children, young people or adults to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment ensuring that all children, young people or adults know that there is someone in our organisation whom they can approach if they are worried or in difficulty.

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~~Posters signposting to support services will be displayed in the community hub.~~

- Everyone has the right to live his or her life free from violence, fear and abuse
- Everyone has the right to be protected from harm and exploitation
- Everyone has the right to independence, which carries with it a degree of risk.

Specific Safeguarding Issues

There are specific issues that have become critical issues in Safeguarding that Saltash Town Council will endeavour to ensure ALL their staff and Town Councillors are familiar with, this list is illustrative rather than exhaustive:

- Bullying including cyber bullying
- Child Sexual Exploitation (CSE)
- Domestic Abuse
- VAWG (Violence Against Women and Girls)
- Drugs
- Child criminal exploitation – county lines
- Children with family members in prison
- Faith abuse
- Female Genital Mutilation (FGM)
- Gender based violence / Violence against women and girls
- Hate
- Mental Health
- Homelessness
- So called ‘Honour based’ violence
- Peer on peer abuse
- Sexual violence and sexual harassment
- Preventing Radicalisation
- Online abuse/Sexting
- Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family
- Poor parenting (this can be in relation to babies and young children).

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Domestic Abuse:

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Operation Encompass children are has strived over the last 11 years to ensure that children are victims of domestic abuse in their own right and should be acknowledged as such.

In the DA ACT 2021 Children were recognised as victims of Domestic Abuse in their own right. Domestic Abuse is likely to be the commonest form of abuse that children in our community experience

Domestic abuse may take many forms – Saltash Town Council has endorsed Operation Encompass, a charitable organisation set up in 2011. This is a police and education early information sharing partnership enabling schools to offer immediate support for children and young people experiencing domestic abuse. Information is shared by the Police with a school's Key Adult prior to the start of the next school day after officers have attended a domestic abuse incident thus enabling appropriate support to be given, dependent on the needs and wishes of the child.

Equality and Diversity

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This policy should be read with Saltash Town Council's Equal Opportunities Policy and the Equality, Diversity and Inclusion Policy. Equality is based on the idea of fairness whilst recognising that everyone is different, and diversity is about the ways in which people differ and about recognising that differences are a natural part of society. Saltash Town Council expects that all Town Councillors, staff and volunteers who come into contact with children, young people and vulnerable adults treat them as individuals and make them feel respected and valued as an essential part of our commitment to safeguarding children, young people and vulnerable adults.

Confidentiality and Information Sharing

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Confidentiality needs to be fully understood by all those persons who come into contact with children, young people and vulnerable adults, particularly in the context of safeguarding. No adult must ever guarantee confidentiality to any individual including parents, children and colleagues. Staff should always make children aware that if they disclose information that may be harmful to themselves or others, then certain actions will need to be taken.

Wherever possible, consent should be obtained before sharing personal information with third parties.

Supporting Staff

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Saltash Town Council recognise that staff may find dealing with safeguarding concerns very difficult and upsetting. It is hoped that in such situations the individual staff member would be able to talk to the DSL - Community Hub Team Leader (or in the case of the absence of the CHTL the deputy DSL – Office Manager / Assistant to the Town Clerk) who can then make enquiries into what support may be available for the individual member of staff.

4. Running safe activities and events

4.1. Risk evaluation and management

Activities and events should be planned in accordance with the requirements of the current Health and Safety Manual.

Regular checks should be made on equipment used by children, young people, adults, employees and volunteers in accordance with the requirements of the current Health and Safety Manual.

4.2. Information and consent

Consent to activities should be obtained before participation from parents/carers/children/young people as appropriate.

Only necessary information should be collected and stored securely in accordance with the UK GDPR guidance provided.

Details of information that might be needed in an emergency should be kept in an accessible but secure place.

4.3. Use of photography and video

The use of photography and video at events run by Saltash Town Council will be controlled to prevent possible misuse. All employees will follow the Photography and Filming Guidance for Staff.

4.3.1. Events held at Saltash Library

The procedures in the Photography and Filming Statement at Saltash Library Hub (Appendix 2) should be followed.

4.3.2. Events held at the Guildhall

Where events are held at the Guildhall, the Officer leading the event will follow the procedures laid out in Appendix 1.

4.3.3. Photography/Filming to record STC work/activities

Where this is undertaken the guidance in Appendix 2 should be followed.

~~Allegations against employees, Town Council Members or volunteers~~

~~All employees, Members and volunteers should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.~~

- ~~• All employees should be aware of the settings behaviour/discipline policy.~~
- ~~• The Town Council should follow the CISSCB procedures for managing allegations against employees/volunteers, a copy of which can be found on the CISSCB website – [Cornwall and the Isles of Scilly Safeguarding Children Partnership – Home page \(ciossafeguarding.org.uk\)](http://Cornwall and the Isles of Scilly Safeguarding Children Partnership – Home page (ciossafeguarding.org.uk))~~

~~Where an employee, Member of the Town Council or volunteer becomes aware of an allegation against them or another employee, Member of the Town Council or volunteer this should immediately be reported to their Line Manager who will raise it with the Assistant Town Clerk. Volunteers should report to the senior member of staff in the department they help in and Members of the Town Council should report to the Assistant Town Clerk.~~

~~No attempt should be made to investigate or act on any allegation before consultation with the CISSCB.~~

~~How to report a safeguarding concern~~

~~1. How to make a safeguarding children and young people alert/referral~~

- ~~• To report an incidence of abuse or neglect, please contact the Multi-Agency Referral Unit on: 0300 123 1116.~~
- ~~• Outside of normal working hours there is an out of hours service available to ensure that urgent situations are responded to appropriately. The out of hours service runs from Monday to Thursday 5:15pm and 4:45pm on Fridays until 8:45am weekdays and for 24 hours on Saturdays and Sundays and can be contacted by phoning 0300 1234 100.~~

~~2. How to make a safeguarding adults alert/referral~~

~~In Cornwall and the Isles of Scilly a safeguarding adult's referral is called a safeguarding adults alert. To make a safeguarding adults alert in Cornwall you~~

~~need to contact the Access Team within Education, Health and Social Care on 0300 1234 131.~~

~~Your call will be put through to the Access Team. They will listen to what you have to say and will ask you questions so they fully understand the concerns you are raising.~~

~~When the offices are closed you can call 01208 251 300 for emergencies only.~~

Safeguarding Lead

~~The nominated child protection/safeguarding lead is the Assistant Town Clerk~~

~~In the absence of the Assistant Town Clerk the contact is the Town Clerk.~~

Appendix 1- Photography and/or Filming by Saltash Town Council (not including Saltash Library Hub)

Photography and/or Filming by Saltash Town Council (not including Saltash Library Hub)

- **Events in the Guildhall – public attending**
- **Events in the Community – public attending**

Clear signage should always be in place where photography or filming will take place at STC events where members of the public will attend. This is even more important where children, young people and/or vulnerable adults may attend.

No photography or filming should be recorded on personal devices.

The procedures outlined in Appendix 2 should be followed, adapting as required to meet the requirements of the event.

The guidance provided for staff³ should be read and adhered to with further advice sought from the Senior Policy and Data Compliance Monitoring Officer where required as a UKGDPR/Data Protection issue.

Where there is a potential safeguarding issue, advice should be sought from the relevant Line Manager in the first instance, referring to the [Office Manager / Assistant to the](#) Town Clerk as required.

Photography/Filming to record STC work/activities

Any photographs/videos that are to be taken as records of work for publication on the Town Council website and social media sites should be reviewed to ensure no identifiable individuals are included without permission. (This includes images of members of staff.)

The guidance provided for staff⁴ should be read and adhered to with further advice sought from the Senior Policy and Data Compliance Monitoring Officer where required as a UKGDPR/Data Protection issue.

³ Filming and Photography on STC sites – Guidance for staff (internal document)

⁴ Filming and Photography on STC sites – Guidance for staff (internal document)

Appendix 2 - Photography and Filming at Saltash Library Hub

Photography and Filming at Saltash Library Hub*

*This document should be read alongside the STC Safeguarding Policy and applies to all staff, volunteers and other adults associated with Saltash Library Hub.

Saltash Library Hub (as part of Saltash Town Council) works with children and families as part of its activities in the community.

The purpose of this document is to:

- Protect children and young people who take part in Saltash Library Hub's services;
- Set out the principles that guide our approach to photographs/videos being taken of children and young people during our events and activities;
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation;
- The welfare of the children and young people taking part in our activities is paramount;
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used;
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images;
- There are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- Always asking for written consent from a child and their parents or carers before taking and using a child's image;
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children;
- Only using the first names of children if we need to identify them;
- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo);
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information);
- Reducing the risk of images being copied and used inappropriately by only using images of children in appropriate clothing, including safety wear if necessary;
- Using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images as part of our safeguarding procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for Saltash Library Hub's use

Children, young people, parents and carers must be made aware that photography and filming is taking place and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour;
- Ensuring the photographer wears identification at all times;

- Informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their children being taken and shared;
- Not allowing the photographer to have unsupervised access to the children;
- Not allowing the photographer to carry out sessions outside the event or at a child's home;
- Reporting concerns regarding inappropriate or intrusive photography following our safeguarding procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Saltash Town Council) or students wish to record one of our events and share the images professionally or in the wider world, they should seek written permission from the Community Hub Team Leader in advance.

They should provide:

- The name and address of the person using the camera;
- The names of the children they wish to take images of (where possible);
- The reason for taking the images/what the images will be used for;
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

The Community Hub Team Leader will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects and their parents and inform the photographer of anyone who does not give their consent.

At the event there will be a prominent notice informing children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by issuing them with a coloured identification badge.

If Saltash Library Hub is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

Storing images

We will store images of children securely, in accordance with our safeguarding policy and data protection law.