

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