

Policy Group: Employees

Safeguarding Policy

RESPONSIBLE COMMITTEE: PERSONNEL

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

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Safeguarding Policy

Executive Summary

The Town Council is committed to ensuring the safety, well-being, and protection of all individuals, particularly vulnerable groups, employees, and council members. This policy establishes clear principles and procedures to prevent abuse, neglect, or exploitation and foster a secure environment.

Key Commitments:

- **Prevention** – Strengthening safeguarding through robust screening, training, and awareness initiatives.
- **Reporting & Response** – Providing clear channels for reporting concerns and ensuring swift, appropriate action.
- **Accountability & Compliance** – Adhering to legal and ethical safeguarding standards with regular audits and reviews.
- **Workplace Protection** – Safeguarding employees against harassment, discrimination, and workplace risks.

Through these measures, the Town Council fosters trust, promotes well-being, and ensures a safe community for all stakeholders.

Commented [DJ1]: Added as per Personnel Request

Introduction

Saltash Town Council (STC) acknowledges that safeguarding children, young people, adults at risk, and its employees is a shared responsibility. All staff, whether through direct or indirect contact with children, vulnerable adults, and those at risk, or through access to sensitive information, have a duty to uphold safeguarding principles. Additionally, staff must be protected from any risks associated with their roles, ensuring a safe and supportive working environment.

Commented [DJ2]: Added to ensure staff are protected

In addition, STC is committed to promoting staff welfare by fostering a safe and supportive work environment, ensuring that employees feel protected, valued, and equipped to fulfil their safeguarding responsibilities effectively while feeling secure in their roles within STC.

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 as well as references to how the Town Council will safeguard its employees.

Commented [DJ3]: To add staff into safeguarding responsibilities

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 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, vulnerable adults and staff. This includes creating a safe working environment, protecting employees from harm, and ensuring their well-being in all safeguarding matters.

Commented [DJ4]: Including staff welfare

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.

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. The Town Council actively promotes a safeguarding culture and environment, ensuring the safety and well-being of all individuals, including Town Councillors and staff

Commented [DJ5]: To ensure all are included.

- 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.
- We are committed to preventing and addressing any form of harassment, discrimination, or mistreatment of staff, ensuring a safe and respectful working environment for all employees and Town Councillors.

Commented [DJ6]: Added to include staff

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 statutory organisations.

Safeguarding Children and Young People

Definitions for the purposes of this policy

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).

An adult is anyone over 18 years of age.

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.

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?

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.

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.

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)

Section 11 of the Children Act 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:

- 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.

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.

- **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.

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.

What does this mean?

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.

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

Safeguarding Employees and Members:

Definition:

Safeguarding employees refers to the measures and policies put in place to protect workers from harm, abuse, discrimination, harassment and unsafe working conditions. It ensures their physical, emotional, and professional well-being while fostering a safe and respectful workplace.

Key aspects of safeguarding employees include:

- Health & Safety – Providing a secure work environment free from hazards.
- Protection from Harassment & Discrimination – Ensuring fair treatment and addressing workplace misconduct.
- Mental Well-being Support – Offering resources to support employees' emotional health.
- Clear Reporting Channels – Establishing procedures for employees to raise concerns safely.
- Legal & Ethical Compliance – Adhering to employment laws and safeguarding regulations.

What do we want to achieve?

- Protecting Well-being – Ensuring employees' physical and mental health through robust workplace policies.
- Preventing Harassment & Discrimination – Establishing clear guidelines to address misconduct and promote inclusivity.
- Providing Safe Working Conditions – Meeting health and safety standards to minimize risks.
- Encouraging Open Communication – Giving employees clear channels to report concerns without fear of retaliation.
- Ensuring Compliance – Adhering to employment laws and ethical safeguarding practices.

What does this mean:

The Town Council will ensure the effective implementation of safeguarding measures through regular training, policy reviews, and open communication. Employees will be encouraged to contribute to a safe workplace and report concerns responsibly.

Saltash Town Council addresses a range of safeguarding concerns across its policies. For further guidance on expected standards of behaviour and conduct for Town Council staff, please refer to the following policies:

- Zero Tolerance Policy
- Complaint Handling and Unreasonable Customer Behaviour Policies
- Employee Handbook
- Equality and Diversity
- Code of Conduct
- Protocol for Member Officer Relations

Commented [DJ7]: This is a section for staff welfare in safeguarding as requested

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/>

Staff members who need to report a safeguarding concern should contact their line manager in the first instance. If their line manager is unavailable, they may reach out to the Office Manager, Assistant to the Town Clerk, or the Town Clerk.

The Town Clerk is responsible for reporting safeguarding concerns to the Personnel Committee for further review. This ensures that operational requirements are being met and that all legal responsibilities are upheld.

Commented [DJ8]: Reporting for staff

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.
- The Town Council is responsible for safeguarding its employees, ensuring a safe, supportive, and respectful working environment free from harassment, discrimination, and workplace risks.

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:

1. Undertaking Safer Recruitment¹

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.

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.

2. Training and Awareness²

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. Basic level 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 to undertake basic level training and made aware of safeguarding information as part of their induction.

¹ Recruitment and Selection Policy applies

² Employee Handbook

3. 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, vulnerable adults, and the employees of STC understand their safeguarding responsibilities and their active role in working together to safeguard children, vulnerable adults and themselves from harm.~~

Commented [DJ9]: Removed and amended as per below

Saltash Town Council is committed to making safeguarding a fundamental principle, ensuring it becomes an integral part of Town Council culture and responsibility.

The Town Council's goal is to embed safeguarding as a shared duty—one that is understood and embraced by everyone.

By "everybody's business," it means that all staff and Councillors, across all areas of the organisation, have a responsibility to safeguard and protect children, families, vulnerable adults, and fellow employees. Everyone plays an active role in promoting a safe environment and working together to prevent harm.

Commented [DJ10]: Reworded to offer clarity and to include employees

- 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,
- 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.

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.

Safeguarding Children and Young People

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:

- 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).

Domestic Abuse:

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

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

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

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.

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.

DRAFT