

NAILSWORTH TOWN COUNCIL

VULNERABLE USERS' POLICY

PRINCIPLES

The Town Council endorses and supports the policies and procedures of Gloucestershire County Council for vulnerable children and adults.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone.

All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children will not be permitted or tolerated.

POLICY STATEMENT

- No Town Councillor, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure (see box below) and introductory Child Protection or Vulnerable Adults Protection training.
- All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
- All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues, and should be offered introductory training. A copy of the appendices will be provided to all who request it.
- The Town Clerk is the Child Protection and Vulnerable Adult representative to whom any suspicions or concerns should be reported.
- The Town Council will endeavour to keep its premises safe for use by children and vulnerable adults. The Town Council recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults.
- Any organisations or individuals hiring Town Council premises for the purposes of holding activities where Ofsted registration is required (see table below) should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.
- The Town Council will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. The committee will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show.

SAFE RECRUITMENT

All Staff working directly for the Town Council must

- Complete an application form which shows their employment history.
- Provide at least two references.

If working directly with children or young people or vulnerable adults

- One of the references should come from someone who has supervised them working with children, young people or vulnerable adults before

- They should be checked under the enhanced Criminal Records Bureau Disclosure System and a copy of the CRB disclosure form kept by the Town Clerk.

Any volunteers working for the Town Council and having unsupervised access to vulnerable users (e.g. Running children’s entertainment) will be required to go through these procedures.

REPORTING INCIDENTS

The Town Clerk, as nominated Child Protection and Vulnerable Adult representative, will have responsibility for reporting concerns that arise, as a matter of urgency, to Gloucestershire County Council Child Protection and Vulnerable Adult lead services.

The Town Clerk may chose to have a confidential discussion with others in order to clear up any misunderstanding or to corroborate and support any suspicion before reporting a concern to the lead agency.

The Town Clerk should

- Know who to contact at Glos County Council for advice and referrals.
- Know about helplines and other sources of help for children and young people and vulnerable adults.
- Ensure that there is an environment in which staff have the opportunity to raise any child protection or vulnerable adult protection concerns.

OFSTED REQUIREMENTS

If you work as a childminder, or provide daycare for children under 8 years old for more than two hours each day, you must register with Ofsted and be inspected regularly. Nursery education settings which are on their local authority’s directory to provide free places for three to four year olds must also be inspected regularly by Ofsted. (www.ofsted.gov.uk). These requirements cover playgroups, nurseries, after school clubs and holiday clubs, amongst others.

USEFUL PROCEDURES

- 1 All Town Councillors, volunteers and staff will be given information about child protection and should attend introductory level Child Protection training and Protection of Vulnerable Adults training where possible.
- 2 An annual review will take place following the AGM to allow for any required up-date of policies and or procedures. New Town Councillors, volunteers and staff must be given an induction to this policy and understand their responsibilities.
- 3 A copy of the policy will be displayed for the attention of all in Town Council premises available for hire and made available on request to hirers.
- 4 Organisations hiring premises for activities for children will be asked to show their Child Protection policy before the first booking commences. Individuals hiring premises for activities for children will be made aware of this policy. Organisations hiring premises for activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring premises whose activities may involve vulnerable adults will be made aware of this policy.

Committee responsible	Environment
Adopted at NTC meeting	19 January 2010
Review Date	by 31 December 2010