



Child & Vulnerable Adult Protection Policy

1. Introduction

Totton & Eling Town Council recognises that the protection and safety of children and vulnerable adults is paramount and that there is a moral and legal obligation for any Councilor, Council officer, volunteer or third-party conducting works for or in partnership with the Council at any given time to ensure the highest possible standard of care for children and vulnerable adults.

This policy establishes the roles and responsibilities of Councillors, staff and volunteers in relation to the protection of children and/or vulnerable adults, with whom they come into contact through their work for the Council, ensuring they are well informed, supported and enabled to provide the best possible practice.

2. Policy Statement

The Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Council.

The Council will achieve this by:

- i. Ensuring that its staff and volunteers are carefully selected, trained and supervised.
- ii. Ensuring that its councillors, staff and volunteers, that work directly with children or vulnerable adults, undergo a Disclosure and Barring Service check, where permitted by law.
- iii. Sharing information about child and vulnerable adult protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- iv. Ensuring processes are in place to ensure the safety and protection of children and vulnerable adults by groups or organisations the Council works with, including those that apply for financial grants from the Council, work in partnership with the Council or enter into a lease or agreement with the Council, for example.
- v. Ensuring that the Council's Risk Assessments carried out give consideration to child and vulnerable adult protection and arrangements where individuals are required to work alongside children or vulnerable adults.

3. Processes

- i. For the purposes of this policy, 'a child' means anyone under the age of 18, except employees/workers of the Council who are under the age of 18 and are therefore covered by employment policies and legislation.
- ii. On joining the Council, all Councillors, staff and volunteers of the Council will be made aware of the Child & Vulnerable Adult Protection Policy and its contents.
- iii. Decisions on which employees/volunteers will be DBS checked will be taken by the Town Clerk, in compliance with relevant legislation. Decisions on which Councillors will be DBS checked will be taken by the Town Clerk in consultation with the Chair of the Council.
- iv. Councillors, staff and volunteers will avoid any situations where they and an individual child or vulnerable adult are spending time alone or completely unobserved; an open environment should be encouraged, where others can see the interaction taking place.
- v. Councillors, staff and volunteers should not offer or take a child or vulnerable adult alone on car journeys, however short. If exceptionally any situations of this nature are expected to occur, this should be enacted with the prior knowledge and approval of the parent/guardian or carer.
- vi. Where possible, children or vulnerable adults should not be left unattended, however this will depend on age and circumstances.
- vii. Where there are mixed groups of children or vulnerable adults, supervision, where possible, should be by a male and female member of staff.
- viii. The rights, dignity and worth of every person or child must be respected equally and all treated fairly.
- ix. Permission shall be sought from the child's parent/guardian before the publication of any photograph or video where the child can be clearly identified.
- x. Any concerns regarding the safety or protection of a child/children or vulnerable adult/s, should be raised immediately with the Town Clerk or in their absence, the Council's Inspector or alternative senior manager, who will investigate accordingly.

This policy has been approved & authorised by:

Name: Susan Cutler

Position: Town Clerk & Chief Executive

Date: January 2024

Signature: