



Dolgarrog Community Council

## **Dolgarrog Community Council Safeguarding Policy (Draft)**

1. Purpose The purpose of this safeguarding policy is to ensure that all members, employees, volunteers, and representatives of the Dolgarrog Community Council prioritise the safety and well-being of children, young people, and vulnerable adults in all council activities and interactions.

2. Scope This policy applies to all council members, employees, contractors, volunteers, and anyone acting on behalf of the Dolgarrog Community Council. It covers all interactions, events, and activities organised or endorsed by the council.

### **3. Principles**

**Zero Tolerance:** The council has zero tolerance for abuse, neglect, or exploitation of any kind.

**Responsibility:** Safeguarding is everyone's responsibility.

**Best Interests:** The welfare of children and vulnerable adults is the council's paramount concern.

**Inclusivity:** All individuals, regardless of age, gender, disability, ethnicity, sexual orientation, or religion, must be treated with dignity and respect.

#### 4. Definitions

Children: Individuals under the age of 18.

Vulnerable Adults: Adults aged 18 or over who may be unable to protect themselves from harm due to age, illness, disability, or circumstances.

Abuse: Includes physical, emotional, sexual, financial, and neglect.

#### 5. Roles and Responsibilities

- Council Members: Ensure safeguarding is integrated into all council activities and decisions.
- Safeguarding Officer: The council will appoint a Designated Safeguarding Officer (DSO) responsible for:
  - Acting as the first point of contact for safeguarding concerns.
  - Maintaining safeguarding records confidentially and securely.
  - Liaising with external safeguarding authorities when required.
- Volunteers and Employees: Understand and comply with the safeguarding policy and report any concerns to the DSO.

#### 6. Code of Conduct

- Always act in a way that protects the dignity and rights of children and vulnerable adults.
- Avoid any behaviour that could be misinterpreted as inappropriate or abusive.
- Maintain professional boundaries at all times.
- Avoid one-on-one situations with children or vulnerable adults where possible.
- Report concerns immediately and accurately.

#### 7. Safeguarding Procedures

- Recruitment: All employees and volunteers working with children or vulnerable adults must:
  - Undergo a Disclosure and Barring Service (DBS) check.
  - Provide references that are verified.

- Training: All council representatives must receive safeguarding training appropriate to their role.
- Reporting:
  - Any safeguarding concerns must be reported to the DSO immediately.
  - In emergencies where someone is at immediate risk, contact emergency services (999) and report to the DSO as soon as possible.
  - The DSO will document all reports and escalate them to relevant external safeguarding agencies as needed.

## 8. Responding to Allegations or Concerns

- Take all allegations or concerns seriously.
- Do not promise confidentiality—inform the individual that the matter must be reported to ensure safety.
- Refrain from investigating the allegation personally; report it to the DSO.
- Follow up with external safeguarding agencies if required.

## 9. Confidentiality and Record-Keeping

- Safeguarding records must be stored securely and confidentially.
- Information should only be shared on a need-to-know basis in line with data protection laws.
- Records must include details of the concern, actions taken, and any decisions made.

10. Monitoring and Review This safeguarding policy will be reviewed annually or following any significant changes in legislation, guidance, or council activities. Amendments will be communicated to all council members and relevant parties.

## 11. Contact Information

Designated Safeguarding Officer (DSO): [Name, Email, Phone Number]

Local Safeguarding Authority: Conwy County Borough Council

Emergency Services: 999 (for immediate danger)

NSPCC Helpline: 0808 800 5000

12. Approval This policy was approved by the Dolgarrog Community Council on [Date] and is effective immediately.

Signed:

[Name]

Chair, Dolgarrog Community Council]

[Date]

#### Supplementary Information - Safeguarding/Child Protection Contacts

NSPCC - Wales

Child Protection in Sport Unit

Diane Engelhardt House

Treglown Court

Dowlais Road

Cardiff

CF24 5LQ

NSPCC Helpline: 0808 800 5000

(for up-to-date opening hours please see: <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/> )

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Childline

Telephone - 0800 1111

Website: <https://www.childline.org.uk/>

Website (under 12s): [www.childline.org.uk/kids](http://www.childline.org.uk/kids)

Welsh Government Safeguarding Information/Policy

<http://gov.wales/topics/health/socialcare/safeguarding/?lang=en>

Child Protection in Sport Unit

Website - [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

Telephone – 0116 234 7278

Email address - [cpsu@nspcc.org](mailto:cpsu@nspcc.org)