



POLICY REVIEWS

TOWN COUNCIL MEETING

REPORT 89/21

8 NOVEMBER 2021

The purpose of this Report is to ask Members to consider and adopt reviewed and updated editions of the Town Council's Health & Safety, Safeguarding and Volunteer Policies.

No. DETAILS

1) BACKGROUND

- a) The Town Council's Business Development Officer has reviewed its Health and Safety, Safeguarding Young People, Safeguarding Adults and Volunteer Policies and provided updates of each of them for consideration at this meeting
 - b) All four are essential documents and have not been recently reviewed.
 - c) All four are attached to this Report.
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2) RECOMMENDATION

The Town Council is recommended to consider the draft Health and Safety, Safeguarding Young People, Safeguarding Adults and Volunteer Policies and adopt them incorporating any amendments agreed at this meeting.

VENTNOR TOWN COUNCIL



Ventnor Town Council, Salisbury Gardens, Ventnor

Health and Safety

HEALTH AND SAFETY POLICY

Document Number: 001/2021/HS

Document History:

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27/09/2022		



Ventrnor Town Council, Salisbury Gardens, Ventrnor

Health and Safety

STATEMENT OF GENERAL POLICY

1. Ventrnor Town Council fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Council requires its Town Clerk to ensure that the following policy is implemented and to report annually on its effectiveness.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

2. Introduction

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees, volunteers through the normal line management processes.

MANAGEMENT RESPONSIBILITIES

3. Town Clerk

The Town Clerk has overall responsibility for the implementation of the Council's policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Safety Officer

The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

4. The Safety Officer is responsible for:

The production and maintenance of the Council's policy and ensuring that Department Guidelines are consistent with policy.

- its application.
- monitoring and reporting on the effectiveness of the policy.
- the provision of general advice about the implication of the law.

- the identification of health and safety training needs. The safety officer also acts on behalf of the Town Clerk, as the Council's formal link with the Health and Safety Executive, Environment Health Departments, and other external agencies.
- the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Council services where this is required.

5. Senior Managers

These managers are wholly accountable to the Town Clerk for the implementation and monitoring of the policy within the area of their specified responsibility.

HEALTH AND SAFETY MANAGEMENT PROCESS

- 6.** Ventnor town Council believes that consideration of the health, safety and welfare of staff and volunteers is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Council. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

The Council requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action, and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted by managers to the Town Clerk.

If unpredictable health and safety issues arise during the year, the Town Clerk must assess the degree of risk along with the Safety Officer, in deciding the necessary resources and actions to commit to addressing these issues.

HEALTH, SAFETY AND WELFARE GUIDELINES

7. It is the policy of Ventnor Town Council to require departmental managers to produce appropriate departmental health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.
8. It shall be the responsibility of managers to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with the Health and Safety Officer about the updating of these guidelines. Suggested model contents of a guideline are:
 - a clear statement of the role of the department.
 - regulations governing the work of the department.
 - clear reference to safe methods of working, for example cleaning procedures, manufacturers' manuals.
 - information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid.
 - training standards.
 - the role and identity of the Health and Safety Officer.
 - names of specialist advisers who can be approached about the work of the department.
 - the manager responsible for organisation and control of work.
 - accident reporting procedures.
 - departmental safety rules.
 - fire procedures.
 - policies agreed by the Company.

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS, ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

9. It is the policy of Ventnor Town Council to require a thorough examination of health and safety performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy.
- departmental guidelines.
- relevant regulations.
- environmental factors.
- staff/volunteer attitudes.
- staff/volunteer instructions.
- methods of work.
- contingency plans.
- recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form the basis of the plan for the department for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Town Clerk and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the Health and Safety Officer in the conduct of the Audit.

It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the department manager to have checked, at least annually, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

TRAINING

10. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

- training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives.
- training for safety representatives to enable them to discharge their function.
- training for all members of staff/volunteers to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules.
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

RECORDS, STATISTICS AND MONITORING

11. The Council will operate systems for recording, analysis, and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Town Clerk.

REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

12. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Town Clerk as delegated to the Safety Officer.

SPECIALIST ADVISORY BODIES

13. Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Council.

THE OCCUPATIONAL HEALTH SERVICE

14. It is the policy of the Council to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

FIRST AID

15. It is the policy of the Council to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

FIRE

16. The Town Clerk is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Ventnor Town Council premises. The Town Clerk delegates these responsibilities to the Safety Officer.

In addition, the Council will nominate a Fire Officer (this may be the Safety Officer) who will:

- report and advise on the standard of fire safety in the Council's premises and the standard of fire training of its staff.
- undertake overall responsibility for fire training.
- assist in the investigation of all fires in the Council's premises and to submit reports of such incidents.

CONDEMNATION AND DISPOSAL OF EQUIPMENT

17. Procedures for the condemnation and disposal of equipment are determined by the Town Clerk. Managers or staff introducing new equipment should have such equipment checked initially by the Safety Officer.

FOOD HYGIENE

18. Those Managers/Volunteers who have responsibility for food acquisition, storage, processing and serving, and staff induction and hygiene training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer.

LIFTING AND HANDLING

19. Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

NON-SMOKING ON COMPANY PREMISES

20. Ventnor Town Council policy is that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking on Council premises are available from the Council offices. These rules also extend to e-cigarettes / vaping.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

21. The Control of Substances Hazardous to Health Regulations (COSHH) require the Council to identify those substances which are in use, and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Council must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

22. All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'. New and existing employees who regularly use VDUs will be required to undergo free eye tests.

CONTROL OF WORKING TIME

- 23.** Ventnor Town Council is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations will be complied with.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

- 24.** The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Council for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

- 25.** Persons working in Ventnor Town Council premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Council employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

VISITORS AND MEMBERS OF THE PUBLIC

- 26.** The Council wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Council establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Safety Officer. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

CONTRACTORS

- 27.** The Council wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Council's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, the Safety officer will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform the Safety Officer immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Council's Town Clerk agreeing the Contract will be responsible through the Safety officer for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

SPECIFIC SITE HEALTH AND SAFETY GUIDELINES

SALISBURY GARDENS

- 28.** The office is open Monday to Friday 9.00 a.m. to 4:00 p.m. and Saturday morning 9.00 a.m. to 12.00 noon. The building comprises of a lower ground floor for community use with adjoining kitchen, open space areas and toilets (standard and disabled). The ground floor and two upper floors are for use by both private businesses and public sector services and each level has both kitchen and toilet facilities. The building is secured by electronic locks and CCTV; and fully meets UK Fire Regulations. Fire safety equipment is checked at prescribed times during the year and updated as required.

ADDITIONAL ASSETS, FACILITIES AND UTILITIES

- 29.** Ventnor Town Council is responsible for the operation and management of various community assets. All assets require employee or contracted staff in order to maintain them. This Health & Safety Policy also applies to those assets and the health and safety of key workers involved in their upkeep or provided services.

VENTNOR TOWN COUNCIL

Overall Responsibility for Health and Safety Ventnor Town Council	Day to day responsibility for Health and Safety Ventnor Town Council	Site / Asset Address
David Bartlett (Town Clerk)	Nigel Slater-Bishop (Health and Safety Officer) Brian Roberts (Maintenance Manager)	Salisbury Gardens Town Council Offices
	Nigel Slater-Bishop (Health and Safety Officer) Brian Roberts (Maintenance Manager)	BUILDINGS Ventnor Central Beach Safety Hut Boniface Fields Portacabins
	Nigel Slater-Bishop (Health and Safety Officer) Brian Roberts (Maintenance Manager)	OUTSIDE SPACES Paddling Pool Outdoor Gym Putting Green Spring Hill Gardens Boniface Fields Ventnor Park
	Nigel Slater-Bishop (Health and Safety Officer) Brian Roberts (Maintenance Manager)	TOILETS Esplanade Marlborough Road Ventnor Park Shore Road
	Nigel Slater-Bishop (Health and Safety Officer) Brian Roberts (Maintenance Manager)	CAR PARKS Dudley Road Market Street Pound Lane Shore Road

VENTNOR TOWN COUNCIL

Policy Document Signatory List

Signed:	David Bartlett <i>Ventnor Town Clerk</i>	Date:	01/10/2021
Signed:	Nigel Slater-Bishop <i>Health and Safety Officer</i>	Date:	01/10/2021
Signed:	Alison Killick <i>Assistant Town Clerk</i>	Date:	01/10/2021
Signed:	Brian Roberts <i>Maintenance Manager</i>	Date:	01/10/2021

Health and Safety Specifics within Salisbury Gardens

<i>Health and Safety law posters are displayed at the following locations.</i>	Displayed on each individual floor level and Town Council Reception.
<i>First-Aid boxes are located in the following building areas.</i>	Located in each kitchen on every floor level and Town Council office/kitchen.
<i>Accident Books are located in the following building areas.</i>	Located in each kitchen on every floor level and Town Council office/kitchen.

VENTNOR TOWN COUNCIL



Ventnor Town Council, Salisbury Gardens, Ventnor

Health and Safety

SAFEGUARDING YOUNG PEOPLE POLICY DOCUMENT

Document Number: 001/2021/SYP

Document History:

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Ventnor Town Council, Salisbury Gardens, Ventnor

Health and Safety

Ventnor Town Council believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

This Policy applies to anyone working on behalf of **Ventnor Town Council** including senior managers and Councillors, paid staff, volunteers, sessional workers, agency staff and students. Its purpose is to protect and enhance the safety and well-being of all children and young people by actively promoting awareness, good practise, and sound procedures.

We believe the safety and well-being of children and young people is of the utmost importance and that they have a fundamental and equal right to be protected from harm regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We fully recognise our statutory responsibility for safeguarding: the safety, protection and well-being of all children and young people that Ventnor Town Council supports and interacts with, is paramount and has priority over all other interests. This includes responding immediately and appropriately where there is a suspicion that any young person under the age of 18 years old may be a victim of bullying, harassment, abuse (including physical, sexual, emotional) or neglect.

‘Young Person’ means those under 18 years old including all of those up to their 18th birthday- as designated a ‘child’ within the terms of the Children’s Act 1989.

Ventnor Town Council encourages a culture of listening to and engaging in dialogue, with children seeking their views in ways that are appropriate to their age, culture and understanding.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England including the Children’s Act 2004 and

“Working Together to Safeguard Children 2018”.

Working together to safeguard children (PDF) (DfE), 2018 provides the key statutory guidance for anyone working with children and young people. All procedures and policies pertaining to safeguarding should be regularly reviewed and updated on an annual basis.

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ORGANISATIONAL RESPONSIBILITIES

Ventnor Town Council will be initially responsible for the implementation of the Safeguarding Policy and may designate a certain member of staff to manage the Safeguarding Policy and its implementation.

It is the responsibility of the Safeguarding Lead/ Manager to take appropriate action following any expression of concern and make referrals to the appropriate agency.

Ventnor Town Council will ensure that the designated Safeguarding Lead/ Manager participates in regular safeguarding training on an annual basis so that they are aware of the procedures of identifying and reporting suspected cases of abuse and neglect and are up to date with any legal changes.

All staff/ volunteers will be made aware of this Safeguarding Policy and related relevant procedures as part of their induction and their contract of employment.

All staff/ volunteers will be informed and have access to regular training as required to update their knowledge on safeguarding.

Safeguarding Lead/ Manager Responsibilities

Ventnor Town Council will ensure that all members of staff/ volunteers have timely and relevant safeguarding training.

Training for the Safeguarding Manager can be accessed from *Isle of Wight Council Designated Safeguarding Officer*. All Staff and volunteers must complete the 'Prevent Training Duty' course as a statutory requirement but can also access a range of multi-agency safeguarding training as necessary.

The Safeguarding Manager will take appropriate action following any expression of concern, disclosure or reported incident and make referrals to the appropriate agency.

Staff and Volunteer Responsibilities

Any new member of staff or volunteer with direct contact with young people will be taken through this safeguarding policy as part of the induction process and offered training soon after commencing their post.

All staff and volunteers to participate in timely and relevant training.

All staff have a duty to ensure that any suspected incident, allegation, or other manifestation relating to child protection is reported using the procedures detailed below in this policy.

If in any doubt about what action to take, employees must seek advice from one of the named Safeguarding Leads/ Managers or in their absence, the Town Clerk or Health and Safety Officer.

SAFEGUARDING INFORMATION

Definitions of harm

For the purpose of this policy, Ventnor Town Council has defined harm as:

- Neglect - the persistent failure to meet the basic physical and physiological needs of the young person that results in serious impairment of their health and development, including the failure to provide adequate food, clothing, shelter, and failure to respond to basic emotional needs, such as being cared for when sick.
- Abandonment - leaving a child alone and unattended in circumstances that are inappropriate for their age and/ or level of ability.
- Emotional abuse – persistent, emotional ill treatment that has a severe adverse effect on the emotional development of children and young people. It may involve conveying to them that they are not wanted, not loved or worthless. It may involve inappropriate expectations (such as taking on the responsibility of an adult within the family) being placed on the young person leaving them frightened and unable to cope. It may also involve the threatening, exploitation or corruption of children and young people.
- Physical abuse – hitting, kicking, shaking, slapping, and throwing, scalding, burning, poisoning, drowning, suffocating, or other action intended to cause physical harm or ill health to the child or young person. Physical harm may also be caused when a parent or carer covers up the symptoms of, or deliberately causes ill health to a child or young person within their care.
- Racial abuse – any type of verbal or physical abuse that is directed at an individual or group because of their racial or ethnic background.
- Witnessing ill treatment, including domestic abuse of another person- this may impact the health or development of a child or young person.
- Sexual abuse or sexual exploitation - forcing or enticing a child or young person to participate in sexual activities, whether or not the child or young person is aware or has knowledge of what is happening. It includes child prostitution, encouraging children or young people to watch or participate in the production of pornographic material, online grooming, encouraging children and young people to behave in sexual inappropriate ways. Sexual acts include penetrative (Rape) and non-penetrative acts such as touching or stroking.

In addition:

Internet Risks: the internet can be a tool for various forms of abuse; hate crime, cyber bullying, revenge porn, sexual grooming, sexting, exposure to disturbing or explicit images and videos, over sexualisation, commercialisation.

Radicalisation to Terrorism:

The Government through its **PREVENT** programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

IDENTIFIED HIGH RISK GROUPS

High Risk Groups may include:

- Children in Local Authority care, fostering, adoption or institutional care
- Children from areas of deprivation
- Those living with personal or parental mental illness
- Special educational needs and disabilities
- Young Carers
- Children not independently mobile
- Those who are privately fostered
- Children in families where there is substance misuse such as drugs or alcohol

The Sexual Offences Act 2003 defines 'consent' as 'if he agrees by choice and has the capacity to make that choice'. The Act, removes the element of consent for many sexual offences for:

- Children/young people under 16 (including under 13).
- Children/ young people under 18 having sexual relations with a person of trust (for example: teachers, youth workers, foster carers, police officers).
- Children / young people under 18 involved with family members over 18.
- Persons with a mental disorder impeding choice or who are induced, threatened, or deceived.
- Persons with a mental disorder who have sexual relations with care workers.

In relation to young people under the age of 13, consent is irrelevant. The law says, 'a child under the age of 13 does not, under any circumstances, have the legal capacity to consent to any form of sexual activity'.

The Police must be informed immediately of any sexual activity involving a child under 13 years of age.

General safeguarding advice

- Remember not to be a young people's friend, always maintain a professional manner when working with them.
- Do not accept a young person as a friend on any social networking site that you use.
- Always keep a record of any text or email exchanges with a young person (staff will use work telephones where available).
- Always be aware that your comments or actions may be perceived differently than intended, so be sensitive to the situation.
- Do not meet a young person alone, this is for the safety and well-being of the young person but also yourself. Where this is necessary, try to use public spaces for one-to-one meetings if you are not meeting in the Ventnor Town Council office or premises.
- Avoid detailed discussions about your personal experiences e.g. drugs, alcohol, sex.
- Never speak to the press about a child or young person without permission from Ventnor Town Council, Town Clerk

REPORTING PROCEDURES

In all cases it is vital to take every action which is needed to safeguard the child, children, and young person(s). Immediate action may be necessary in the following situations.

- If emergency medical attention is required, phone the emergency services or take the child/ young person to the nearest Accident and Emergency department.
- If the child or young person is in immediate danger the police should be contacted by calling **999**.
- Any suspicion, allegation or disclosure of abuse or harm must be reported immediately or as soon as practicably possible on the day of the occurrence to your Safeguarding Lead/ Manager.
- Disclosure or evidence for concern may occur in a number of ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
- The Safeguarding Lead/ Manager must record the concern, with the staff member or volunteer using the appropriate Reporting Form. The Safeguarding Lead/ Manager is responsible for ensuring that a copy of the Incident Report or Request for Support referral form is immediately passed onto the most senior person responsible for safeguarding or Isle of Wight Children's Services. This form must be kept strictly confidential and stored securely.
- It is the responsibility of the Safeguarding Manager and in their absence the Town Clerk, Health and Safety Officer or the person who has overall responsibility for safeguarding to deal with safeguarding matters. If further referral is necessary, it will either be through Isle of Wight Safeguarding Children's Services or the Police.

The Safeguarding Manager, Town Clerk or Health and Safety Officer will be responsible for informing the employee who reported the disclosure of any action taken and any outcome if this is appropriate.

It is also the responsibility of the Safeguarding Manager, Town Clerk or Health and Safety Officer to ensure any partner agencies involved with the young person are made aware of the disclosure and the action taken where relevant and where information sharing guidance permits this.

It is important to remember that often only when information held by a number of workers is put together, that a picture of child abuse emerges. All staff & volunteers must adhere to the information sharing protocol published by HM Government, adopted by the Children's Trust, and endorsed by Ventnor Town Council. Details can be found [here](https://publishing.service.gov.uk); Information sharing: advice for practitioners (publishing.service.gov.uk). In addition to this, whilst

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respecting cultural differences, the basic requirement for children is that they are kept safe across social, ethnic, and cultural boundaries.

Responding to a disclosure

If the child or young person is not in immediate danger or requires immediate medical attention, contact:

Designated Safeguarding Manager

Jordan Royl 07508317736 jordan@ventnortowncouncil.org.uk

Town Clerk/ Senior lead for safeguarding and child protection

David Bartlett 01983 857856 david@ventnortowncouncil.org.uk

Health and Safety Officer

Nigel Slater-Bishop 07595432564 nigel@ventnortowncouncil.org.uk

Other helpful contacts:

Designated Safeguarding Officer for Ventnor Youth Offer

Jordan Royl 07508317736 jordan@ventnortowncouncil.org.uk

Health and Safety Officer for Ventnor Town Council

Nigel Slater-Bishop 07595432564 nigel@ventnortowncouncil.org.uk

Ventnor Youth Opportunities Officer

Jordan Royl 07508317736 jordan@ventnortowncouncil.org.uk

Hants Direct (for those directly working with young people)

0300 300 0901

Hants Direct (Public Referrals)

0300 300 0117

Isle of Wight Council Designated Safeguarding Officer

Paul Barnard 01983 823723 lado.gcsx@iow.gov.uk

NSPCC Helpline

0808 800 5000

If a child is in immediate danger call 999

Reacting to a disclosure

- Listen carefully rather than asking leading questions.
- Never promise any particular action or NOT to disclose any information shared.
- Allow silence and/or allow child, young person to be upset.
- Try to relate to the age, understanding or special needs of the child or young person.
- Write down carefully the information you have been given immediately at the end of the session, using the VTC on-site disclosure and concern forms. Failing that ensure that this is done within 24 hours maximum and only including what you have been told.
- Discuss this as soon as possible with the safeguarding lead/ manager.
- Any decision not to tell the parents must be discussed with the safeguarding lead/ line manager unless the child or young person is in immediate danger.

Parents/ carers

It is good practise to be as open and honest as possible with parents/carers about any concerns. However, you must not discuss your concerns with parent's/ carers in the following circumstances:

- Where sexual abuse or exploitation is suspected.
- Where organised or multiple abuse is suspected.
- Where fabricated or induced illness is suspected.
- Where female genital mutilation is a concern.
- In cases of forced marriage.
- When contacting parents / carers for the first time initially, gauge the situation carefully.
- Contacting parents or carers would put the young person, yourself, or others in danger.

Types of Disclosure

There are two types of disclosure:

Direct:

When a child tells you something in relation to abuse of themselves or others or you witness signs, or actions of abuse

Indirect:

Hearing of abuse of a child but not directly being told, for example overhearing a conversation between young people.

How to deal with a direct disclosure:

Do:

- Always take the child seriously
- Tell the child you need to share the information and cannot keep secrets. Ensure they understand what you have told them
- Let the child speak and give their own account.
- Clarify using only open questions, if necessary (i.e. what, when, who and where)
- Thank the child for sharing and explain to them what you will do next
- Ask the child if they feel safe enough to return home and support appropriately
- Remain fully attentive and if in a one-to-one situation ensure you uphold safeguarding policy and safeguard yourself professionally

Don't:

- React negatively, stay calm and collected
- Promise to keep secrets
- Promise that it will get better: it might not!
- Ask leading questions (e.g. did mum do this to you?)
- Place fault or blame
- Ask why

Complete a Ventnor Youth Development report form of the disclosure – remember to sign and give to Safeguarding manager.

Record Keeping

- A concise accurate record of disclosure can be key evidence for a child protection case and can improve multi-agency working by reducing the risk of misunderstanding.
- Use exact words as they were said.
- Avoid jargon, slang, and acronyms.
- Use factual reporting, only express an opinion if necessary and make sure it is recorded as such.
- Include , dates times and all relevant background information.
- Sign and date the reporting form.

Good Practice

Ventnor Town Council and the Youth Development Team have produced a good practice guide for working with young people. Staff and Volunteers are encouraged to follow this as it is an important help in safeguarding both our young people and staff alike.

- Follow the Ventnor Youth Club behavioural plan during sessions to support our young people and their physical and emotional safety.
- Discuss any concerns about a young person's behaviour or changes in demeanour with the Safeguarding manager = support can then be offered to the child in a pastoral plan with multi-agency support requested if required.
- Never be alone with a young person unless absolutely unavoidable. If this is the case, be in a room with visual and audible access to others. Keep doors open. Tell another adult where you are, what you are doing and why.
- Personal safety – do not have out of agency relationships with young people i.e. Facebook, personal messaging, calls or emailing.
- Inform your manager if you feel something you have said or done could be misconstrued.
- Leave personal problems at home. If you feel that are unable to do this, inform your manager.
- Be cautious of sharing personal information with young people. Always keep your address and personal phone numbers private.
- Do have an open mind and accept diversity. Encourage non-judgemental and unprejudiced working at all times. Do not allow personal beliefs, religious practises, experiences, or political beliefs to effect this.

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- Consider the security of your personal activity on social media. If in doubt, ask your manager.
- Do safeguard yourself, share your worries and concerns and have faith in the system. Do not feel solely responsible for a young person's safety.
- Don't encourage risky behaviour.
- Be aware – you are a role model to young people. Selective choice of language.
- Don't gossip, pass judgment, or make derogatory remarks about other staff, volunteers, or young people in front of young people.
- Be open and honest
- Seek advice and guidance
- Always try to gain consent from both young person and parent if appropriate but do not let this be a barrier
- Keep safety and wellbeing at the centre of decision making
- Actions should be necessary, proportionate, relevant, accurate, timely and secure
- Always practice effective record keeping. Ask a session leader for a report form or at least, discuss the possible cause of concern with the session leader, if nuances in young person's behaviour or comments, that suggest possible causes of concern.

ESCALATION POLICY

Effective working together depends upon an open approach and honest relationships between agencies and a belief in genuine partnership working. Any disputes about the safety and well-being of a child should be resolved in a timely way with all agencies working together in the best interests of the child so that the welfare of the child remains paramount.

Ventnor Town Council recognise that complexity of need and range of intervention/support will not always fit into a simple formula that leads to 'the right solution'. Often there may be no right or wrong answer and quite legitimately practitioners may exercise their professional judgement differently. It is also the case that exceptionally, the needs of some young people and families may not easily fit within a conventional application of thresholds. The purpose of the Escalation Policy is to create a transparent process that enables multi-agency practitioners to exercise their professional judgement and provide the best possible service in a timely and safe way.

It is of vital importance that children, young people and their families do not become entangled in professional disagreements. Neither should disputes detract from the focus on the child, delay effective decision making, nor lead to protracted disputes that negatively impact upon the child and/or family and on inter-agency relationships and working practice. In reaching resolution, it is essential that at all times disputes are approached in a considerate manner and one which both respects and seeks to understand the views and

concerns of others from their experience and perspective when engaging with the young person/family. Disagreements should be resolved through child centred discussion between agencies. This escalation policy outlines the process to be followed when professionals are unable to agree about what is in the best interests of the child.

ALLEGATIONS MADE AGAINST STAFF AND VOLUNTEERS

When any form of complaint is made against an employee or volunteer, it must be taken seriously. The complaint should initially be dealt with by the most senior staff member on site at the time the complaint is made. If the complaint is against the most senior member of staff on site, then the Safeguarding Manager, Ventnor Town Clerk or Health and safety Officer must be informed.

The senior staff member must report the complaint immediately to the Safeguarding Manager giving details of the circumstances. The Safeguarding Manager or Ventnor Town Clerk may contact the Local Authority Designated Officer. Safeguarding Children IOW Council. They will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone. Ventnor Town Council will have the right to suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made.

This action does not imply in any way that the person suspended is responsible or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a professional manner.

It is the responsibility of the Safeguarding Manager, Ventnor Town Clerk or Health and Safety Officer to make the decision as to whether to inform Social Services and/or the Police Child Protection Unit, depending on the nature of the allegation. In matters of allegations against staff or volunteers working in child protection, information must be provided to the local designated officer.

CONFIDENTIALITY AND WHISTLE BLOWING

- Ventnor Town Council operates a confidentiality policy. However, under no circumstances will information be kept confidential that raises concern about the safety and welfare of a child or young person.
- Any staff or volunteers with concerns about anybody providing services to children and young people should report this to their Safeguarding Manager/ Town Clerk or Health and Safety Officer as appropriate. They will be fully supported throughout the process.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people in accordance with the Information Sharing Policy published by HM Government. The Data Protection Act 1998 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a child at risk of harm.
- All staff must be aware that they cannot promise a child that they will keep secrets/ not disclose potentially harmful information.

SAFER RECRUITMENT POLICY STATEMENT

Ventnor Town Council will apply the Working Together to Safeguard Children 2018 and IOW Council Guidelines using the framework for safer recruitment and employment practice.

This will apply to all staff and volunteers undertaking activities with children and young people including teaching, training or instruction, care, or supervision, providing guidance or treatment, fostering and childcare. It could also include specific positions such as school governor, Director of children's social services, and any work carried out in a limited range of specific settings such as schools where children should always be able to build relationships of trust with the people working with them.

The purpose of safer recruitment is to ensure:

1. Applicants who may wish to harm adults at risk, children or young people are deterred from applying for jobs or volunteering opportunities.
2. Any unsuitable applicants are rejected by scrutinising applications and exploring potential areas for concern at interview
3. Unsuitable appointments are not made by having at least one member of the interview panel trained in safer recruitment; carrying out all relevant pre-employment checks* and ensuring all new staff and volunteers are given an appropriate induction.
4. To identify and manage any identified risks.
5. Maintain a safe and vigilant culture.

***Disclosure and Barring Service (DBS) Checks**

All new staff and volunteers are to have a DBS check before commencing employment within the Youth Development Team. Any failure to disclose convictions may result in disciplinary action or dismissal. Any positive disclosures will be discussed with the Safeguarding Manager, Ventnor Town Clerk or Health and Safety Officer. All this information will be kept on the personnel file. The DBS number and date of processing will be held on a secure database.

A risk assessment will be completed if there is a positive DBS check sent back.

ADDITIONAL RELEVANT POLICIES/ PROCEDURES

This safeguarding policy should be read alongside our organisational policies, procedures, guidance, and other related documents. [This may include specific guidance in any of the following areas that can be included as Appendices, or a link provided to the full documents where these are stored in a digital location].

- Role description for the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of conduct for staff and volunteers
- Behaviour codes for children and young people
- Photography and sharing images guidance
- Safer recruitment
- Online safety
- Anti-bullying
- Managing complaints
- Whistleblowing
- Health and safety
- Induction, training, supervision and support
- Adult to child supervision ratios

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Ventnor Town Council, Salisbury Gardens, Ventnor

Health and Safety

SAFEGUARDING VULNERABLE ADULTS' POLICY DOCUMENT

Document Number: 001/2021/SVA

Document History:

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This document is approved and authorised for application within **Ventnor Town Council**

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Ventnor Town Council, Salisbury Gardens, Ventnor

Health and Safety

Ventnor Town Council believes that it is always unacceptable for any adult or vulnerable person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all adults and vulnerable people, by a commitment to practice which protects them.

This Policy applies to anyone working on behalf of Ventnor Town Council including senior managers and Councillors, paid staff, volunteers, sessional workers, agency staff and students. Its purpose is to protect and enhance the safety and well-being of all adults and vulnerable people by actively promoting awareness, good practise, and sound procedures.

Ventnor Town Council believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of Ventnor Town Council in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Employees, Councillors, and volunteers should be made aware of how this policy can be accessed.

This policy and related procedures are applicable to the Town Clerk, Councillors, employees, and volunteers of Ventnor Town Council. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Care Act 2014 Definition of an Adult at Risk of Abuse:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Key Principles of Adult Safeguarding:

In the safeguarding of adults, Ventnor Town Council are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. Ventnor Town Council aims to demonstrate and promote these six principles in our work:

- Empowerment – People being supported and encouraged to make their own decisions and informed consent
- Prevention – It is better to act 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.

Recognising the signs of abuse:

Employees, Councillors, and volunteers are well-placed to identify abuse the adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support, and advice.

Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. Ventnor Town Council also includes self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- Physical abuse - Including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.
- Domestic Violence/ Domestic Abuse - Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- Exploitation- Including sexual and/or criminal exploitation
- Sexual abuse - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

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- Psychological abuse - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions, or benefits.
- Modern slavery - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude, and inhumane treatment.
- Discriminatory abuse - Including forms of harassment, slurs, or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation, or religion.
- Organisational abuse - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, or practices within an organisation.
- Neglect and acts of omission - Including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care, and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
- Self-neglect - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Radicalisation to Terrorism:

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

Reporting Concerns:

Any employee, Councillor or volunteer who becomes aware that an adult is or is at risk of, being abused must raise the matter immediately with their supervisor /or with the organisation's designated safeguarding person. If the adult requires immediate protection from harm, contact the police and Adult Social Care Services Team or Adult Safeguarding Team at IOW Council.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

REPORTING PROCEDURES

In all cases it is vital to take every action which is needed to safeguard the Vulnerable Adult. Immediate action may be necessary in the following situations.

- If emergency medical attention is required, phone the emergency services or take the child/ young person to the nearest Accident and Emergency department.
- If the Vulnerable Adult is in immediate danger the police should be contacted by calling 999.

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- Any suspicion, allegation or disclosure of abuse or harm must be reported immediately or as soon as practicably possible on the day of the occurrence to your Safeguarding Lead/ Manager.
- Disclosure or evidence for concern may occur in a number of ways including a comment made by the Vulnerable Adult, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
- The Safeguarding Lead/ Manager must record the concern, with the staff member or volunteer using the appropriate Reporting Form. The Safeguarding Lead/ Manager is responsible for ensuring that a copy of the Incident Report or Request for Support referral form is immediately passed onto the most senior person responsible for safeguarding or Isle of Wight Children's Services. This form must be kept strictly confidential and stored securely.
- It is the responsibility of the Safeguarding Manager and in their absence the Town Clerk, Health and Safety Officer or the person who has overall responsibility for safeguarding to deal with safeguarding matters. If further referral is necessary, it will either be through Isle of Wight Safeguarding Team Services or the Police.

Safe Recruitment & Selection:

Ventnor Town Council is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

Ventnor Town Council has policies and procedures that cover the recruitment of all Employees, Councillors, and volunteers.

SAFER RECRUITMENT POLICY STATEMENT

Ventnor Town Council will apply the Working Together to Safeguard Adult care 2014 Act and IOW Council Guidelines using the framework for safer recruitment and employment practice.

This will apply to all staff and volunteers undertaking activities with Vulnerable Adults including teaching, training or instruction, care, or supervision, providing guidance or treatment, or community activities. It could also include specific positions such as carers, Director of Adult care social services, and any work carried out in a limited range of specific settings such as community-based groups where Vulnerable Adults should always be able to build relationships of trust with the people working with them.

The purpose of safer recruitment is to ensure:

1. Applicants who may wish to harm adults at risk, are deterred from applying for jobs or volunteering opportunities.
2. Any unsuitable applicants are rejected by scrutinising applications and exploring potential areas for concern at interview
3. Unsuitable appointments are not made by having at least one member of the interview panel trained in safer recruitment; carrying out all relevant pre-employment checks* and ensuring all new staff and volunteers are given an appropriate induction.
4. To identify and manage any identified risks.
5. Maintain a safe and vigilant culture.

***Disclosure and Barring Service (DBS) Checks**

All new staff and volunteers are to have a DBS check before commencing employment within the Youth Development Team. Any failure to disclose convictions may result in disciplinary action or dismissal. Any positive disclosures will be discussed with the Safeguarding Manager, Ventnor Town Clerk or Health and Safety Officer. All this information will be kept on the personnel file. The DBS number and date of processing will be held on a secure database.

A risk assessment will be completed if there is a positive DBS check sent back.

Social Media:

All employees and volunteers should be aware of Ventnor Town Council social media policy and procedures and the code of conduct for behaviour towards the adults we support.

Is there a Person in a Position of Trust Involved?

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal employee or volunteer to an informal carer. Ventnor Town Council have a process in place for relevant information sharing and for reporting individuals. For further advice ask the Town Clerk or Health and Safety Officer.

Training and Awareness:

Ventnor Town Council will ensure an appropriate level of safeguarding training is available to its Employees, Councillors and Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with adults at risk this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and act.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

Training for the Safeguarding Manager can be accessed from *Isle of Wight Council Designated Safeguarding Officer*.

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of children/young people. For more information about children's safeguarding, refer to Ventnor Town Council *Children and Young People's Safeguarding Policy*.

Mental Capacity:

The MCA defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia, or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>.
Ventnor Town Council will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from Isle of Wight Council Social Care Team should anyone have concerns regarding an adult's capacity.

Confidentiality and Information Sharing:

Ventnor Town Council expects all employees, volunteers, and Councillors to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or contact the police if they are in immediate danger, or a crime has been committed. For further guidance on information sharing and safeguarding seek advice from the Health and Safety Officer.

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

CONFIDENTIALITY AND WHISTLE BLOWING

- Ventnor Town Council operates a confidentiality policy. However, under no circumstances will information be kept confidential that raises concern about the safety and welfare of any Vulnerable Adult or child.
- Any staff or volunteers with concerns about anybody providing services to Vulnerable Adults and young people should report this to their Safeguarding Manager/ Town Clerk or Health and Safety Officer as appropriate. They will be fully supported throughout the process.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard Vulnerable Adults and young people in accordance with the Information Sharing Policy published by HM Government. The Data Protection Act 1998 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a Vulnerable Adult or young person at risk of harm.

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Important Contacts:

VTC Lead for Adult Safeguarding

Name: Terri McNulty
Email address: terriexposite@gmail.com
Telephone number: 01983 857856

VTC for Safeguarding (Health and Safety Officer)

Name: Nigel Slater-Bishop
Email address: nigel@ventnortowncouncil.org.uk
Telephone number: 07595 432564 / 01983 857856

VTC Principle for Safeguarding(Town Clerk)

Name: David Bartlett
Email address: david@ventnortowncouncil.org.uk
Telephone number: 01983 857856

Designated Authority for Safeguarding

Name: Adult Safeguarding Team, Isle of Wight Council
Email address: safeguardingconcerns@iow.gov.uk
Telephone number: 01983 814980

Isle of Wight Council Specialist Assessment Team (Adult Social Care Referral Team)

01983 814980

Domestic Abuse Service (iow.gov.uk) for further support.

Police

Emergency – 999

Non-emergency – 101

Telephone: 0808 2000 247

<https://www.nationaldahelpline.org.uk/>

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Ventnor Town Council, Salisbury Gardens, Ventnor

Health and Safety

VOLUNTEER POLICY DOCUMENT

Document Number: 001/2021/VOL

Document History:

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0.1	19/10/2021	NSB	Issued for use

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Review due dates:	Date completed :	Approved by
19/10/2022		



Ventnor Town Council, Salisbury Gardens, Ventnor

Health and Safety

Introduction

This policy sets out the broad principles for voluntary involvement within Ventnor Town Council. It is of relevance to all within VTC, including volunteers, staff, councillors, and those elected or appointed to positions of responsibility.

This policy is endorsed by Ventnor Town Council and will be reviewed annually to ensure that it remains appropriate to the needs of the Council and its volunteers.

Commitment

Ventnor Town Council acknowledges that volunteers contribute in many ways, that their contribution is unique, and that volunteering can benefit users of services, staff, councillors, local communities, and the volunteers themselves.

VTC values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering.

Ventnor Town Council recognises its responsibility to arrange its volunteering efficiently and sensitively so that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

Definition

Volunteering is an important expression of citizenship as well as an important component of democracy. Volunteers are people who are, unpaid and of their own free will, contribute their time, energy, and skills to benefit the community.

Statement of values and principles

Volunteering is a legitimate and crucial activity that is supported and encouraged by Ventnor Town Council and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of paid staff.

Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers, and to foster good working relationships between paid staff and volunteers.

Volunteers will not be used during times of industrial action to do the work of paid staff.

The volunteer role is a gift relationship, binding only in honour, trust, and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give, or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise Ventnor Town Council cannot be compelled to provide either regular tasks, payment or other benefit for any activity undertaken by the volunteer.

Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what Ventnor Town Council expects of volunteers and what volunteers expect of VTC.

Volunteer Co-ordination

All volunteers will have a nominated member of staff or mentoring volunteer to offer guidance and advice to help the volunteer carry out tasks effectively. Volunteers will be informed of who to contact to receive support and supervision.

The nominated post holder with overall responsibility for the development of voluntary activities within Ventnor Town Council, is *Tony McCarthy (Community Development Officer)*

This person is responsible for the management and welfare of the organisation's volunteers.

Recruitment and selection

Ventnor Town Council is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs, or offending background that does not create a risk to vulnerable groups including children. The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks. Information about the volunteer not relevant to the performance of the volunteering tasks concerned will be disregarded by Ventnor Town Council in terms of recruitment and selection.

Volunteering opportunities will be widely promoted in ways that makes them accessible to all members of the community.

Volunteers who are considered unsuitable for a particular task will either be offered alternative voluntary involvement with VTC or referred to the nearest Volunteer Centre.

All volunteers will be asked to produce two references and will be invited to attend an informal interview. If the volunteer will be carrying out activities with vulnerable groups (children and/or adults) there may be other safer recruitment procedures carried out including asking a volunteer to undergo an enhanced Disclosure and Barring Services (DBS) check. More detailed information will be made available specific to legislative requirements and to the particular volunteer position.

Volunteers will have a clear and concise task description, which will be subsequently reviewed every Year. The task description will be prepared in conjunction with the volunteer and the designated person referred to above.

New volunteers will be afforded a proper induction process by Ventnor Town Council.

Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

Training & Development

All volunteers will be made aware of and have access to all the Ventnor Town Council relevant policies, including those relating to volunteering, health & safety, safeguarding vulnerable groups and equal opportunities.

The development of training and support for volunteers is a high priority for VTC in order to equip them with the necessary information and skills to carry out their tasks. It will be the responsibility of the designated person referred to above to see that this training is provided. It is the responsibility of the volunteer to attend relevant training.

Training in the supervision of volunteers will be provided for all those who have direct responsibility for volunteers.

Support, Supervision and Recognition

Volunteers will have a named person *Tony McCarthy (Community Development Officer)* to whom they can take their volunteering concerns and seek guidance and support.

Volunteers will have access to regular support and supervision. This will enable both the volunteer and the supervisor to identify, monitor and evaluate the volunteer's involvement, recognise achievements, and identify individual training needs, including that relevant to their particular volunteering role and to their wider personal development. The frequency, duration and format of these sessions will be negotiated between the volunteer and the designated officer referred to above.

Volunteers will be given the opportunity, where relevant, to share their views and opinions with VTC wider staff, at meetings etc.

A process will be developed in order to give formal recognition of the contribution of the Ventnor Town Council volunteers (e.g. internal awards, articles in newspapers and newsletters, thank you letters etc.) or outline any existing process.

Expenses

Ventnor Town Council recognises that the reimbursement of expenses incurred in traveling to and from the place of specific volunteering requests or in the course of volunteering is important from an equal opportunities point of view. This is necessary to ensure that all individuals have access to voluntary opportunities.

VTC volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. What can be reclaimed from VTC, and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses.

Ventnor Town Council has a consistent approach to the reimbursement of expenses which are the same for volunteers, staff, etc. and are as approved by the Inland Revenue.

It is the responsibility of the designated person referred to above to make volunteers aware of the procedure for the reimbursement of expenses.

Insurance

Ventnor Town Council liability insurance policies include the activities of volunteers and liability towards them.

VTC does not insure the volunteer's personal possessions against loss or damage

Confidentiality

Ventnor Town Council will advise the volunteer on its confidentiality policy and procedures, where relevant. This would include those relating to personal information held by the organisation relating to the volunteer.

Settling Differences

Ventnor Town Council aims to treat all volunteers fairly, objectively, and consistently. The organisation seeks to ensure that volunteers' views are heard, noted, and acted upon promptly and aim for a positive and amicable solution based on the VTC guidelines for settling differences.

The designated officer referred to above is responsible for handling problems regarding volunteer complaints or conduct and these should be referred to him/her. In the event of a problem, all relevant facts should be obtained as quickly as possible. Support will be provided by VTC to the volunteer while it endeavours to resolve the problem in an informal manner. If an informal resolution proves impossible, the Ventnor Town Council wider grievance or complaints policies and procedures (which include volunteers) will be referred to. If a volunteer's behaviour is repeatedly or seriously unacceptable, they may be asked to change their role, or to leave the VTC volunteering programme.

Rights and Responsibilities

Ventnor Town Council recognises the rights of volunteers to:

- know what is (and what is not) expected of them
- have adequate support in their volunteering
- receive appreciation
- volunteer in a safe environment
- be insured
- know their rights and responsibilities if something goes wrong
- receive relevant out-of-pocket expenses
- receive appropriate training
- be free from discrimination
- be offered the opportunity for personal development

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Ventnor Town Council expects volunteers to:

- be reliable
- be honest
- respect confidentiality
- make the most of training and support opportunities
- carry out tasks in a way that reflects the aims and values of Ventnor Town Council
- carry out tasks within agreed guidelines
- respect the work of Ventnor Town Council and not bring it into disrepute
- comply with Ventnor Town Council policies

Important Contacts:

VTC Lead for Volunteering (Community Development Officer)

Name: Tony McCarthy

Email address: tony@ventnortowncouncil.org.uk

Telephone number: 07932890679 / 01983 857856

VTC Volunteering (Health and Safety Officer)

Name: Nigel Slater-Bishop

Email address nigel@ventnortowncouncil.org.uk

Telephone number 07595 432564 / 01983 857856

VTC Principle for Volunteering (Town Clerk)

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