



**Knaresborough**  
Town Council

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## **SAFEGUARDING POLICY**

### **INTRODUCTION:**

Everyone has the right to live their life free from violence, fear and abuse, but not everyone can protect themselves. Knaresborough Town Council is committed to safeguarding the wholeness and wellbeing of every person in our community, of whatever age.

### **DEFINITIONS:**

Children and young people: Anyone under the age of 18 years.

Vulnerable adult: Anyone over 18 who is:

- unable to care for themselves
- unable to protect themselves from significant harm or exploitation
- may be in need of community care services

### **WHO THIS POLICY APPLIES TO:**

This policy applies to anyone working for, or on behalf of, the Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual using the town council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

### **RESPONSIBILITIES:**

All members, volunteers and staff of Knaresborough Town Council must:

- understand and apply this policy and procedures in their activities
- identify opportunities and undertake appropriate training to support them in their role
- act appropriately at all times and be able to challenge inappropriate behaviour in others
- be able to recognise harm and know how to report concerns in a timely and appropriate way

The Designated Safeguarding lead is the Town Clerk whose responsibilities are to ensure:

- that all members, staff and volunteers are made aware of what they should do and who they should go to if they are concerned that a child or adult at risk may be subject to abuse or neglect
- that any concerns about a child or vulnerable adult are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed
- that the policy is monitored and reviewed on an agreed time scale or when changes are made to any of the legislation relating to this policy.
- Ensure that town council is kept up to date with local arrangements for safeguarding and DBS

### **Allegations against staff and volunteers**

All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.

If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Town Clerk who is the Safeguarding Lead, or the Deputy Town Clerk, as Safeguarding Deputy Lead.

The Town Council should follow the North Yorkshire Safeguarding Children Partnership procedures for managing allegations against staff/volunteers on the North Yorkshire Council website. <https://www.safeguardingchildren.co.uk/> No attempt should be made to investigate or take action before consultation with the North Yorkshire Safeguarding Local Authority Designated Officer (LADO). See contact details below.

### **Whistleblowing**

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding. Free introductory online training or more specific face to face safeguarding training can be booked at <https://www.safeguardingchildren.co.uk/training-north-yorkshire/trainingcourses/>

All agencies working with children are recommended to follow the multi-agency procedures at: <https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/#guidance>

## **REPORTING CONCERNS:**

Concerns should be raised with the Town Clerk as the Designated Safeguarding lead (DSL) who will take the appropriate action as detailed on North Yorkshire Council's web site (also see attached).

If the concern is about the Town Clerk then the concern should be reported to the Deputy Clerk.

### **Useful Safeguarding Contact Details (children)**

Local Authority Designated Officer:

Telephone 01609 553080

Email: [lado@northyorks.gov.uk](mailto:lado@northyorks.gov.uk)

Contact Telephone North Yorkshire Safeguarding Children Partnership

Everyone has a responsibility to refer a child when it is believed or suspected that a child:

Has suffered significant harm and /or  
Is likely to suffer significant harm

If you believe the situation is urgent but does not require the police, please call 0300 131 2 131 to make a telephone contact.

Should your call be outside of business hours (Monday – Friday / 9am-5pm) please still call 0300 131 2 131 to speak to the Emergency Duty Team

### **Useful Safeguarding Contact Details (adults)**

<https://safeguardingadults.co.uk/keeping-safe/report-a-concern/>

Approved by full council: Monday 16 December 2024

Review dated: December 2026

## **KNARESBOROUGH TOWN COUNCIL SAFEGUARDING PROCEDURES**

Guidelines for responding to abuse or suspicion of abuse – some **DO's and DON'T's**:

- Do treat any allegations extremely seriously and act at all times towards the child/adult at risk on the basis that you believe what they are saying.
- Do tell the child/adult at risk they have done the right thing in telling you what they are disclosing to you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child/adult at risk what you are going to do next and what they can expect to happen.
- Do take further action – you may be the only person in a position to prevent future abuse – tell the Designated Safeguarding lead immediately.
- Do write down everything said, distinguishing fact from opinion, and what was done.
- Do seek medical attention if that appears to be immediately necessary.
- Do inform parents/crers **unless there is suspicion of their involvement**.
- Don't make promises you can't keep.
- Don't interrogate the child/adult at risk – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this and have the legal duty to do it.
- Don't cast doubt on what you are being told, don't interrupt or change the subject.
- Don't say anything that makes the child/adult at risk feel responsible for the above.
- Don't Do Nothing – make sure you tell the Designated Safeguarding Lead immediately – they will know how to follow this up and where to go for further advice.