

# **Safeguarding Policy**

## **Llanelli Town Council**

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# **Contents**

## **FOREWORD**

Terminology and definitions

## **Section 1: POLICY**

- 1.1 Introduction
- 1.2 Background
- 1.3 Statement of intent
- 1.4 Core Principles
- 1.5 Legislation and government guidance
- 1.6 Objectives
- 1.7 Llanelli Town Council responsibilities
- 1.8 Partner responsibilities
- 1.9 Equality
- 1.10 Review and monitoring

## **Section 2: ABUSE & POOR PRACTICE**

- 2.1 Recognising abuse
- 2.2 Abuse of a position of trust
- 2.3 Indicators of abuse
- 2.4 Poor practice

## **Section 3: RESPONDING TO CONCERNS**

- 3.1 Introduction
- 3.2 Responding to a disclosure from a child.
  - 3.2.1 Responding to bullying.
- 3.3 Reporting concerns
- 3.4 Recording information
- 3.5 Concerns within the activity
- 3.6 Confidentiality and information sharing
- 3.7 Whistle blowing
- 3.8 Media interest
- 3.9 Support services

## **Section 4: SAFE RECRUITMENT AND SELECTION**

- 4.1 Introduction
- 4.2 Planning
- 4.3 Pre-interview
- 4.4 Interview
- 4.5 Pre-recruitment checks
- 4.6 Induction
- 4.7 Monitoring and appraisal

## **Section 5: PRACTICAL GUIDANCE**

- 5.1 Supervision
- 5.2 Changing facilities.
- 5.3 Codes of conduct
- 5.4 Photography and use of imagery
- 5.5 Transport
- 5.6 Physical contact
- 5.7 Late collection

## **Section 6: APPENDICES**

- 6.1 Safeguarding/Child Protection Contacts
- 6.2 Role profile for Town Council Welfare Officer
- 6.3 Incident Reporting Form
- 6.4 Contact Details

## FOREWORD

### Terminology and definitions

**Carer :** A carer is someone who has the responsibility for providing or arranging care for someone else who, because of long term illness or disability or age, is not able to care for themselves.

**Children:** A child is anyone who has not yet reached their 18th birthday. The term 'children' therefore means 'children and young people' throughout.

**Child protection:** The particular activity undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect.

**Disabled:** The Disability Discrimination Act (1995) defines a person as having a disability 'if he has a physical or mental impairment which has substantial and long-term adverse effect on his ability to carry out normal day to day activities'.

**Regional Safeguarding Boards (RSB):** These are the six multi-agency strategic boards of relevant partner agencies set up across Wales designed to protect children and adults at risk of, abuse or neglect and to prevent those children and adults from becoming at risk of abuse or neglect.

**In loco parentis:** In loco parentis (from Latin meaning 'in place of a parent') refers to a person who has been given explicit permission to assume parental responsibility for a child by his or her parents or legal guardian.

**Regulated activity:** For the purposes of identifying roles or individuals qualifying for Disclosure and Barring Service Check, regulated activity is defined as: involving contact with children or adults at risk and is of a specified nature (e.g. teaching, training, care, supervision, advice, medical treatment or in certain circumstances transport) on a frequent, intensive and/or overnight basis; or involving contact with children or adults at risk in a specified place (e.g. schools, care homes etc.), frequently or intensively. For more information, please click on the [link](#).

**Need to know:** In the context of sharing confidential information, disclosing details only to those people who have to be informed in the interests of a child or children. The factors that need to be considered when determining whether to disclose information include: the reason for sharing the information; the level of detail that needs to be disclosed; with whom the information will be shared; and whether disclosing the information is a proportionate response to the need to protect a child from harm.

**Parent:** The parent refers to the person who holds parental responsibility or the person given the responsibility for the day-to-day care of the child on behalf of the parent or an official body.

**Position of Trust:** A person is in a position of trust if the work they do, or the nature of the service they provide, means that they are likely to have contact with children or adults at risk as part of their employment or voluntary work. E.g., activity coach, teacher, religious leader

**Safeguarding:** Safeguarding refers to a range of proactive measures taken to keep children safe and promote their wellbeing, including child protection.

**Social Services:** Throughout the procedures the generic term social services is used to represent the relevant local authority social services functions with regard to children.

## SECTION 1: POLICY

### 1.1 Introduction

Participation in ***physical activity arranged or supported by Llanelli Town Council*** can provide valuable life experiences and has the potential to offer significant learning opportunities for children that can help develop valuable life skills as well as enhancing self-esteem and confidence.

Although the majority of children benefit from participation in activity, some young people have experienced abuse and/or poor practice linked to their participation. In addition, some children who are participating in ***physical activity arranged or supported by Llanelli Town Council*** may be experiencing abuse unrelated to the activity, either at home or within the wider community.

Coaches, volunteers and officials are in the privileged position of having an opportunity to build strong relationships with young people in their care and are therefore ideally placed to recognise signs that a child may be being abused. This can be achieved by being alert to and aware of the risks which individual abusers, or potential abusers, may pose to children and being aware of and responding to any indicators that a child may be experiencing abuse.

***Llanelli Town Council*** recognises the importance of ensuring there are procedures in place that outline the appropriate steps to take in the event of a concern. In addition, it is essential to ensure there are comprehensive policies and practical guidance that promote the welfare of children and minimise any identifiable risks within the activity environment.

***Llanelli Town Council*** aspires for the activities and facilities to be provided in an environment where individuals feel able to raise concerns and where poor practice and inappropriate behaviour can be openly challenged. This can be facilitated by championing the promotion of children's welfare and providing access to advice and training to help support staff, members and volunteers to understand their safeguarding responsibilities.

The development of ***Llanelli Town Council*** policy and procedures is important to support both ***Llanelli Town Council*** and their partners to fulfil their duty to safeguard and promote the welfare of children in their care and ensure a consistent and best practice approach across the activity.

### 1.2 Background

The Welsh Government has adopted the UN Convention on the Rights of the Child as the basis of all work for children and young people in Wales. Seven core aims have been identified, which should inform all activities for children and young people:

- have a flying start in life.
- have a comprehensive range of education and learning opportunities.
- enjoy the best possible health and are free from abuse, victimisation and exploitation.
- have access to play, leisure, sporting and cultural activities.
- are listened to, treated with respect, and have their race and cultural identity recognised.
- have a safe home and a community which supports physical and emotional wellbeing.
- are not disadvantaged by poverty.

**Llanelli Town Council** can make a significant contribution to the achievement of these outcomes for children involved in the activity. Organisations that provide services for children (defined in the Children Act 1989 as anyone under the age of 18 years) have a duty to safeguard and promote their welfare. The [Wales Safeguarding Procedures](#) (2019) help practitioners apply the legislation [Social Services and Wellbeing \(Wales\) Act 2014](#) and statutory safeguarding guidance [Working Together to Safeguard People](#). They are an essential part of safeguarding children and promoting their welfare and they outline the framework for determining how individual child protection referrals, actions and plans are made and carried out. They are based on the principle that the protection of children from harm is the responsibility of all individuals and agencies working with children and families, including those working or volunteering in activity. Partnership working and communication between agencies is identified as key in order to identify vulnerable children and to help keep them safe from harm and abuse.

The Wales Safeguarding Procedures are made-up of 2 sections to cover the whole-life age range:

- Procedures that are specific to children
- Procedures that are specific to adults at risk

And 1 section about workers:

- Procedures relating to allegations against practitioners

The sections provide clear guidance on:

- Safeguarding principles
- Early intervention and help
- Duty to report
- Initial Enquiry and Responding to a Report, including timescales
- Decision Making
- Planning and Intervention
- Cross-border working

The implementation of this safeguarding policy, associated procedures and practice guidelines will help to minimise the risk of abuse, foster an environment where concerns can be shared, and inappropriate behaviour challenged and provide parents and carers with reassurance that they are leaving their children in a safe setting.

### **1.3 Statement of intent**

**Llanelli Town Council** acknowledges the duty of care to safeguard and promote the welfare of children and is fully committed to developing robust policy and procedures that minimise the risk of children experiencing abuse within the activity setting.

**Llanelli Town Council** aims to ensure all children have a positive, enjoyable and beneficial experience in **Llanelli Town Council** provision in a safe and child centred environment.

**Llanelli Town Council** recognises that safeguarding is everyone's responsibility and expects all staff, members and volunteers to be fully committed to promoting and implementing the policy throughout the activity.

The Safeguarding Children Policy and Procedures are mandatory for anyone within the activity who is involved either directly or indirectly with children as part of their role in the activity. Anyone who supplies a service for children on behalf of the Llanelli Town Council or its partners must

demonstrate that they have met equivalent standards as those set out in the policy and will be required to comply with **Llanelli Town Council** safeguarding procedures and guidance for the duration of their involvement with the activity.

#### **1.4 Core Principles**

The Policy is based upon the following fundamental principles:

- The welfare and needs of children is paramount.
- Children's needs are the central consideration in all decision making.
- All children and young people, regardless of gender identity, sexual orientation, age, parental status, disability, religion or belief, ethnic or national origins, or socio/economic background have a right to be protected from abuse.
- There is a duty of care to safeguard children and work in partnership with relevant stakeholders (police, social services, NSPCC, children, parents/carers, other organisations) is key to meeting this responsibility as per Working Together guidance 2018.
- Safeguarding is everybody's responsibility as per the Wales Safeguarding Procedures 2019.

#### **1.5 Legislation and government guidance**

The following are the key pieces of legislation and government guidance that are most relevant to the policy and procedures:

- [Children Act 1989](#)
  - Aims to safeguard and promote the welfare of children. It gives duties and responsibilities to local authorities, courts, parents, and other agencies to protect children from harm and to meet their developmental needs. It is based on the idea that children are best cared for within their own families, but also allows for intervention when necessary.
- [Human Rights Act 1998](#)
  - The Human Rights Act 1998 sets out the fundamental rights and freedoms that everyone in the UK is entitled to.
- [Data Protection Act 2018](#)
  - This Act updates the data protection laws in the UK implementing the General Data Protection Regulation (GDPR) which governs your personal data rights and the way companies handle your data.
- [Sexual Offences Act 2003](#)
  - Defines and regulates sexual offences, including the protection of children from harm from other sexual acts and those in positions of trust.
- [Children Act 2004](#)
  - A development from the 1989 Act, reinforcing that all people and organisations working with children have a responsibility to help safeguard children and promote the safety and welfare of children across the UK.
- [Working Together to Safeguard Children Act 2018](#)
  - Statutory guidance outlining how all those working with children should be working together, including multi-agency working to safeguard and promote the welfare of children.
- [Rights of Children and Young Persons \(Wales\) Measure 2011](#)
  - Underlining Wales' commitment to children's rights and the United Nations Convention on the Rights of the Child (UNCRC). The measure places a duty on Ministers to have due



regard to the UNCRC when developing or reviewing legislation and policy.

- [Protection of Freedoms Act 2012](#)
  - Covers various topics related to freedom of information, biometric data, surveillance, vehicles, criminal records, and human trafficking as well as the establishment of the Disclosure and Barring Service (DBS)
- [Social Services and Well-being \(Wales\) Act 2014](#)
  - Provides the legal framework for improving the well-being of people who need care and support, and carers who need support, and for transforming social services in Wales.
- [Wales Safeguarding Procedures and Practice Guides 2019](#)
  - Detailing the essential roles and responsibilities for practitioners to ensure that they safeguard children and adults who are at risk of abuse and neglect.
- [Children \(Abolition of Defence of Reasonable Punishment\) \(Wales\) Act 2020](#)
  - Helps protect children's rights by prohibiting the physical punishment of children. This means physically punishing children is no longer acceptable in Wales for parents, carers and anyone acting in loco parentis in any setting in Wales.

## 1.6 Objectives

**Llanelli Town Council** is highly committed to fulfilling its safeguarding responsibilities. The key objectives include:

- To ensure everyone understands their roles and responsibilities in respect of safeguarding and is able to contribute effectively to the safeguarding process.
- To ensure that all those working or volunteering with children within the activity are able to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people and able to contribute effectively to safeguarding.
- To ensure everyone has access to opportunities to learn about safeguarding at a level commensurate with their role and responsibilities.
- To promote safe practice and ensure appropriate and timely action is taken to address poor practice.
- To ensure that all allegations or suspicions of abuse are reported to the police and/or social services and contribute as required to the child protection process.
- To foster effective partnerships with Llanelli Town Council and partners to promote safeguarding and effectively manage the activity's response to concerns arising.
- To manage effectively information sharing with other relevant agencies in the interests of safeguarding children.
- To operate robust recruitment and selection process to help deter and prevent unsuitable people from becoming involved in the activity and ensure anyone who is subsequently considered unsuitable is removed.

## 1.7 Llanelli Town Council and Leisure Activity Provider's responsibilities

The overall responsibility for safeguarding rests with the **Llanelli Town Council** who will ensure the **Llanelli Town Council** procedures for safeguarding and promoting the welfare of children comply with the [Wales Protection Procedures 2019](#). **Llanelli Town Council** has appointed a Lead Officer for Safeguarding who will be responsible for managing the response to safeguarding concerns and

supporting the implementation of the policy. **Llanelli Town Council** will also ensure there is a nominated welfare officer for each activity or event that involves children.

**Llanelli Town Council** will develop and monitor an implementation plan that sets out how **Llanelli Town Council** will work towards meeting the requirements of the [Framework for Safeguarding and Protecting Children in and through Activity](#) (NSPCC CPSU 2009).

**Llanelli Town Council** is responsible for regulating the conduct of individuals within the activities arranged by the Council and works in partnership with others to ensure that all concerns, allegations or suspicions of abuse in relation to any child are swiftly reported to the Police and/or Social Services and all relevant information is shared to support these organisations to fulfil their safeguarding roles.

**Llanelli Town Council** will establish a Case Management Group, which is made up of individuals with the appropriate safeguarding knowledge, skills, experience and qualifications. The Group will be responsible for determining the appropriate course of action in the event of a safeguarding concern. This will include:

- Reporting of abuse cases to external authorities, if this has not already taken place;
- Agreeing any necessary interim protection measures pending the outcome of the case e.g. suspension of membership;
- Agreeing appropriate remedial action.

In the event of an allegation against a **Llanelli Town Council** member, employee or other person with an involvement in the activity, **Llanelli Town Council** will take action to ensure young people are protected and, where appropriate will support the prosecution of individuals accused of abuse of a child/children.

**Llanelli Town Council** will work in partnership with other relevant organisations to ensure all other safeguarding related misconduct or poor practice issues/non-compliance with policy are appropriately addressed.

**Llanelli Town Council** will require partners to appoint a welfare officer who will have the key responsibility for safeguarding within their organisation.

**Llanelli Town Council** will require all adults who work or volunteer with children within the activity to attend a basic safeguarding awareness course.

**Llanelli Town Council** will operate robust safe recruitment and selection processes and will include a requirement for all existing and new staff and members who are working with children (paid or unpaid) to complete a Disclosure and Barring Service (DBS) Check.

**Llanelli Town Council** recognises the importance of providing support to members to comply with the requirements of the policy and procedures and will seek to facilitate the provision of accessible safeguarding training and other learning opportunities.

## **1.8 Partner Responsibilities**

All partners that provide activities and opportunities for children have a duty of care to take reasonable steps to ensure their safety and wellbeing.

**Llanelli Town Council** requires all partners to:

- Formally sign up to the **Llanelli Town Council** policy and procedures or adopt a policy that complies with Regional Safeguarding Board and Town Council requirements.
- Ensure a senior official within the organisation has the overall responsibility for safeguarding.
- Identify at least one individual designated person (Welfare/Safeguarding Officer) within the organisation to take the lead responsibility for safeguarding. This role should include:
  - Responding to child protection and poor practice concerns in partnership with the organisation Lead Officer and local statutory agencies if required
  - Promoting the welfare of children and importance of safeguarding
  - Involving young people in the safeguarding process, wherever possible
  - Supporting staff and volunteers to understand their safeguarding role and responsibilities
  - Carrying out regular reviews of safeguarding within the Council and ensuring any identified risks are appropriately managed
  - Promoting safe recruitment and selection practices
- Ensure all staff and volunteers who are working directly or indirectly with children receive appropriate training and have access to advice on child protection and safeguarding and promoting the welfare of children through the organisation welfare officer.
- Ensure safe recruitment and selection practices are in operation for all new staff and volunteers working with children.
- Ensure that any concerns about poor practice by existing staff and volunteers are addressed
- Engage with young people and their parents/carers to encourage them to feel able to raise concerns and support them to understand how they can contribute to safeguarding.

**It is important to remember that it is not the role of anyone within the activity to investigate suspected or alleged abuse. It is everyone's responsibility to ensure that all concerns are reported without delay, in line with Llanelli Town Council policy to the organisation's Lead Safeguarding Officer, Social Services and/or the Police.**

## **1.9 Equality**

**Llanelli Town Council** recognises the importance of ensuring that there are procedures in place that ensure *all* children are protected from abuse and poor practice. **Llanelli Town Council** acknowledges that some children, including young people with disabilities or children from an ethnic minority community can be more vulnerable to abuse. Care will be taken to ensure additional safeguards are in place to take account of individual needs and recognise that there may be additional challenges that need to be addressed to help all young people raise concerns.

Please refer to the Town Council Policy.

## **1.10 Review and monitoring**

The policy will be reviewed on an annual basis, and in light of:

- changes in relevant legislation and/or government guidance

- requirements of the Regional Safeguarding Boards, NSPCC Child Protection in Activity Unit & Activity Wales
- learning from serious cases

In addition, **Llanelli Town Council** will review the effectiveness and implementation of the policy and procedures by:

- Monitoring compliance with the policy and procedures.
- Providing reports to the Town Council on all matters relating to safeguarding.
- Carrying out case reviews following the conclusion of any major child protection case within the activity.
- Reviewing the outcomes for the child in cases where the Town Council has taken action.
- Seeking the views of key stakeholders in the activity, including young people.

## SECTION 2: ABUSE AND POOR PRACTICE

### 2.1 Recognising Abuse

Children and young people can be abused either through someone inflicting harm, or failing to act to prevent harm. Abuse can be carried out by someone known to the child or (more rarely) by a complete stranger, and by both adults and children of any gender. It is not always easy to recognise abuse, especially as many of the indicators can have other reasonable explanations.

Abuse in all of its forms can affect a child at any age and its impact can be so damaging that, if not addressed, it may follow the individual into adulthood. It is important that everyone understands what constitutes abuse, indicators of abuse, what to do, and where to seek advice if abuse is suspected or alleged.

The [Wales Safeguarding Procedures 2019](#) provides the following definitions of abuse:

#### **Emotional**

Emotional abuse is the ongoing emotional maltreatment of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Emotional abuse also includes: humiliating or constantly criticising a child threatening, shouting at a child or calling them names making the child the subject of jokes, or using sarcasm to hurt a child blaming, scapegoating making a child perform degrading acts not recognising a child's own individuality, trying to control their lives, pushing a child too hard or not recognising their limitations, exposing a child to distressing events or interactions such as domestic abuse or drug taking.

Children who are emotionally abused are often suffering another type of abuse or neglect at the same time.

Within activity examples of emotional abuse may include:

- name-calling, sarcasm, bullying and/or racism
- children being subject to constant criticism
- continually diminishing a child's efforts
- placing intolerable pressure on a child to train and/or win
- imposing developmentally inappropriate expectations on a child; unrealistic pressure to perform to high expectations (this may be from parents or coaches).

#### **Neglect**

This means a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being. Neglect can include the failure to protect a child from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development. It's important to note that neglect can be both intentional and unintentional.

Neglect in an activity may occur if the responsible adult failed to adequately look after children in their care, keep them safe or and/or comfortable, leading them to be placed at

risk of harm for example by consistently failing to ensure the use of appropriate protective equipment or clothing suitable to adverse weather conditions.

### **Physical**

Physical abuse means deliberately hurting a child or young person. It includes: physical restraint; such as being tied to a bed, locked in a room inflicting burns cutting, slapping, punching, kicking, biting or choking stabbing or shooting withholding food or medical attention drugging denying sleep inflicting pain shaking or hitting babies fabricating or inducing illness

In activity an example of physical abuse could include:

- provision of performance enhancing drugs
- forcing a child into overtraining, a physically exhausting and painful training regime
- designing an intensity of training that fails to consider the capacity of the child's immature and growing body
- controlled dieting and/or delaying puberty
- hitting or slapping a child as a form of punishment

### **Sexual**

There are 2 different types of child sexual abuse. These are called contact abuse and non-contact abuse. Contact abuse involves: touching activities where an abuser makes physical contact with a child, including penetration. Non-contact abuse involves: non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing. It includes encouraging a child to watch or hear sexual acts, not taking proper measures to prevent a child being exposed to sexual activities by others, meeting a child following sexual grooming with the intent of abusing them, online abuse - including making, viewing or distributing child abuse images allowing someone else to make, view or distribute child abuse images, showing pornography to a child, sexually exploiting a child for money, power or status (child exploitation).

Within activity examples of sexual abuse:

- inappropriate touching when supporting a coaching technique
- taking inappropriate photographs or videos of young people
- encouraging children to behave in sexually inappropriate ways
- engaging in romantic or sexual relations with a child online including text messages

In activity, activities which might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also, the power of the coach over young athletes, if misused, may lead to sexually abusive situations developing. There have been a significant number of sexual abuse cases in activity, many of which have involved coaches, both male and female, who have manipulated the child and abused their position of trust.

### **Financial Abuse**

Financial abuse includes theft, fraud, pressure about money, misuse of money. Whilst this category may be less prevalent for a child, indicators could be:

- Not meeting their needs for care and support which are provided through direct payments.
- Complaints that personal property is missing.
- Unexplained withdrawal of funds from accounts.
- The family or others show unusual interest in the assets of the person.
- Disparity between the person's living conditions and their financial resources, e.g., insufficient food in the house.

## **Bullying**

Bullying may be perpetrated by another young person or group of people, or by an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can be split into the following categories:

- Emotional – being unfriendly, excluding, tormenting (e.g., hiding belongings, threatening gestures).
- Physical – pushing, kicking, hitting, punching or any use of violence.
- Racist – racial taunts, graffiti, gestures.
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – focusing on the topic of sexuality
- Verbal – name-calling, sarcasm, spreading rumours, teasing
- Cyber/online – all areas of the internet including social media, text messaging and calls, emails, chat room misuse, misuse of associated technology e.g., camera and video facilities.

As well as the above, in activity bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour.

Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions.
- An unexpected drop off in performance.
- Physical signs such as stomach aches, headaches, difficulty sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g., on food, alcohol or cigarettes.
- A shortage of money or frequent loss of possessions.

As well as the five overarching categories of abuse outlined in the Wales Safeguarding Procedures 2019, it's important to recognise other forms of abuse that children may or may not fall within the categories outlined above. These include grooming, [trafficking](#), [criminal exploitation](#), [sexual exploitation](#), [online abuse](#), [harmful practices related to tradition, culture, religion or superstition](#) (including forced marriage and FGM), [domestic abuse](#) and [radicalisation](#).

## 2.2 Abuse of a Position of Trust

A relationship of trust exists where an adult, by virtue of their role, is in a position of power or influence over a young person. The Sexual Offences Act (2003) states that it is a criminal offence for a person in a position of trust defined within the scope of the Act, to engage in any sexual activity with a person over sixteen but under the age of 18 with whom they have a relationship of trust, irrespective of whether the young person has ostensibly consented to the relationship. Under section 22A of the Sexual Offences Act (2003), this position of trust extends to activity coaches and therefore it is a criminal offence to engage in sexual activity within a relationship of trust within a activity setting. Furthermore, in defined circumstances, young people aged 16 and 17, despite reaching the age of consent for sexual activity, are vulnerable to sexual abuse and exploitation.

[Preventing abuse in positions of trust in activity \(thecpsu.org.uk\)](http://thecpsu.org.uk)

Those in authority positions in activity can have a positive influence on the welfare of a young person, by providing role models or someone to turn to if they have a concern. But it is important to have clear boundaries in place for the safety of both the young people and the staff, to ensure exploitation cannot take place. Adults must not behave in a manner that would encourage any attraction to develop. However, in the event that a young person displays signs of attraction to the adult within the relationship of trust, this must be reported to the Council Welfare Officer. If appropriate, the adult may need to remove themselves from the relationship of trust.

## 2.3 Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- the child describes what appears to be an abusive act involving them
- another child or adult expresses concern about the welfare of a child
- unexplained changes in a child's behaviour, e.g., becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- sexual awareness not typically associated with the child's age or stage of development
- engaging in sexually explicit behaviour
- distrust of adults, particularly those whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with others
- displaying variations in eating patterns including overeating or loss of appetite
- losing or gaining weight rapidly and/or without apparent reason
- becoming increasingly dirty or unkempt

The above list is not exhaustive and the presence of one or more of the indicators should not be accepted as proof that abuse is taking place. It is **NOT** the responsibility of those involved in **Llanelli Town Council** to decide that child abuse is occurring. However, it is **everyone's** responsibility to be vigilant and act on any concerns.



## 2.4 Poor practice

There are some behaviours or practices that would be considered poor practice and although highly unacceptable within the activity, would not be fully encapsulated by the definitions of abuse. Nevertheless, they must always be reported, addressed and action taken to prevent reoccurrence.

In some cases, there is a fine line between poor practice and abuse, and it may be important to seek guidance from Social Services and/or the Police before a concern is treated as poor practice. If, following consideration by the Welfare Officer, Town Clerk or Councillors and, if appropriate, following consultation with statutory authorities and **Llanelli Town Council** a concern is deemed to be a matter of poor practice rather than abuse, a suitable course of remedial action should be agreed. Although it is often possible to resolve poor practice through guidance, mentoring and additional training, particularly where the individual is willing to accept their conduct was inappropriate, in some instances, poor practice concerns need to be managed as a disciplinary matter by invoking the appropriate policy and procedures.

### Practices never to be sanctioned

The following practices are known to be significant risk factors in cases of abuse and can never to be condoned:

- Taking children to your home or other secluded place unaccompanied by others.
- Engaging in rough, physical or sexually provocative games.
- Sharing a room with a child, e.g., overnight, when travelling.
- Allowing or engaging in any form of inappropriate touching.
- Making sexually suggestive remarks.
- Reducing a child to tears as a form of control.
- Allowing children to use inappropriate language unchallenged.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Carrying out personal care for a child that the child can do unaided
- Departing from the premises without first supervising the safe dispersal of the children.
- Abusing a privileged position of power or trust.
- Resorting to bullying tactics, or verbal abuse.
- Causing a participant to lose self-esteem by embarrassing, humiliating or undermining the individual.
- Spending excessive amounts of time alone with children away from other adults.

It may sometimes be necessary for adults to do things of a personal nature for children, particularly if they are young or are disabled. This would include tasks such as removing outer layers of clothing, tying up hair etc. These tasks should only be carried out with the full understanding and (preferably written) consent of parents and the children involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with them about what you are doing and give choices where possible. This is particularly so if you are involved in a task that involves physical contact. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Some children, particularly children with learning disabilities or serious physical disabilities may not be toilet trained or require significant assistance to use these facilities. In some situations, this may lead to increased vulnerability both for the child and the person providing the care, particularly as some children with learning disabilities can find it difficult to set and maintain physical boundaries. Therefore, where a child requires this type of care, a parent/carer or someone trained in the provision of intimate care must be on hand to address these needs.

**Incidents that must be reported/recorded**

In the event that any of the following incidents occur, they should be reported immediately to the appropriate welfare officer – Council or Partner, who must make a record of the incident and ensure the parents of the child are informed:

- if you accidentally hurt a child
- if a child seems distressed in any manner
- if a child appears to be sexually aroused by your actions
- if a child misunderstands or misinterprets something you have done.

*It is essential that everyone challenges poor practice, even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed.*

### 3 RESPONDING TO REPORTS, DISCLOSURES AND CONCERNS

#### 3.1 Introduction

Child abuse concerns can arise in many different situations and contexts. It is not the role of anyone within the activity to investigate possible child abuse concerns, but it is essential that all staff and volunteers clearly understand the action that must be taken in the event of:

- A direct disclosure of abuse from a child or young person
- A disclosure from an adult of abuse that occurred during their childhood (historical or non-recent abuse)
- Observed abuse, neglect or poor practice
- Observed concerning changes in a child's behaviour, appearance or relationships, or other possible indicators of abuse
- A report from a third party (e.g., another young person or adult within the Council) or via an external organisation

The following procedures outline the steps that should be taken and provides guidance on sharing relevant information with Social Services and/or Police and other relevant organisations without delay and within agreed protocols.

Child protection concerns fall into two categories:

- Internal – arising from behaviour or experiences within the activity organisation or environment (e.g., allegations of abuse by a coach).
- External – arising outside the organisation (e.g., allegations of abuse at home or bullying in school).

Everyone has a responsibility to respond to any concerns about the welfare of young people as outlined in the Wales Safeguarding Procedures 2019 - irrespective of whether the cause of the concern is internal or external - and to ensure that they take action by reporting this in line with the organisation's procedures. In some cases, sharing a concern will not trigger an investigation, but may help to build up a picture, along with information from other sources, which suggests that a child may be suffering harm.

**If any person has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm, it is their responsibility to ensure that the concerns are referred to the Town Council's Lead Safeguarding Officer, social services &/or the police, who have the statutory duties and powers to make enquiries and intervene when necessary.**

#### 3.2 Responding to a disclosure from a child

If a child discloses that they or another young person is being abused, the person receiving the information should:

- Stay calm and ensure that the child feels safe and is not at any immediate risk.
- Show the child that you have heard what they are saying, and that you take their allegations seriously.
- Encourage the child to talk, but do not prompt or ask leading questions. Don't interrupt when the child is recalling significant events. Don't make the child repeat their account.
- Recognise any difficulties the child may have in explaining the incidents.

- Reassure the child that they have done the right thing in revealing the information.
- Explain what actions you must take, in a way that is appropriate to the age and understanding of the child.
- Do not promise to keep what you have been told secret or confidential, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust.
- Write down as soon as you can and no later than 24 hours what you have been told, using the exact words if possible.
- Record in writing what was said using the child's own words as soon as possible using **Llanelli Town Council's** reporting form attached (see appendix). The following information should be included:
  - Dates and times
  - Location
  - Any names mentioned (full names)
  - To whom the information was given
  - Information that is fact, hearsay or opinion should be noted as such
  - Ensure the record is signed and dated.

If the child indicates that he/she does not wish others to be informed about the allegations, it is important to sensitively explain why you need to share the information.

#### Actions to avoid

- Dismissing the concern
- Panicking
- Allowing shock or distaste to show
- Probing for more information than is offered
- Promising to keep the disclosure secret
- Speculating or making assumptions
- Approaching the accused person (this may put a child at further risk and/or jeopardise a criminal investigation).
- Investigation of the disclosure
- Making negative comments about the accused person.

#### **3.2.1 Responding to bullying**

All forms of bullying are unacceptable and will not be tolerated. It is important to ensure children are adequately supervised at all times, to help identify and take action to address any early signs of bullying. The provision of an open environment where children are encouraged to report any bullying concerns is vital in tackling bullying. The following action should be taken should any incident of bullying occur:

- Offer the bullied person reassurance and try to gain their trust.
- Explain that someone in authority needs to be informed about the bullying.
- Report suspicions or concerns to the person in charge or the Council welfare officer if they are present.
- Talk to the bully/bullies separately from the bullied person and try to get them to understand the consequences of their actions.

- Ask the bully/bullies to apologise to the victim if appropriate.
- Inform the parents of both the bullied and bullying children.
- Insist that any items taken from the bullied person are returned.
- Impose sanctions or disciplinary action if necessary.
- Encourage the bully/bullies to change his/her behaviour.
- Keep accurate records of what happened together with names of those involved and any action taken.

Children who have been bullied will often benefit from ongoing support to deal with the impact of bullying. As well as support from the Council welfare officer, victims of bullying can benefit from peer support. It is important that parents/carers are involved as they are likely to be a key source of support. The Council may consider holding a reconciliation meeting to help address the issues between the bully and the bullied young person. There are also a number of charities that can provide support to children who experience bullying e.g., [Kidscape](#).

### **3.3 Reporting concerns**

Regardless of how concerns may have arisen, the person who received the disclosure or witnessed an incident must ensure the information is reported. They must not allow personal opinions regarding the credibility of any individual, or the information they have received, to prevent them from making the referral. They should not worry that they may be mistaken as the responsibility to make the assessment of the concern rests with the statutory agencies.

In the event that abuse is suspected, the concern must be reported to Social Services and/or the Police without delay and in all cases, within 24 hours. The following action should be taken:

- Report your concerns to the welfare officer within your organisation. If they are not available, report the matter to a senior person within the organisation or contact the Town Council Lead Officer.
- The Welfare Officer or senior person must refer the matter without delay to Social Services and/or the Police and inform the Town Council. The police need only be called where there is immediate risk to a young person. If it is believed that there is no immediate danger, the initial referral should be made to Social Services. Concerns that arise outside office hours should be made to the social services emergency duty service or to the police.
- The parent/carer will be informed at the earliest opportunity, unless this is inconsistent with the need to ensure the child's safety, but advice should be sought from Social Services as to what information should be provided to parents, by whom and when.
- If a child is at immediate risk and action needs to be taken urgently, a 999 call must be made to the Police.
- In the event that there is any uncertainty as to whether a referral is appropriate, the Town Council Lead Officer, NSPCC helpline (0808 800 5000) or Social Services will be able to offer advice on what action to take.

In the case of historical or non-recent abuse, disclosures must still be reported to the Town Council's Lead Safeguarding Officer, Social Services and/or Police, as above, as the perpetrator may continue to present a risk to other children.

### 3.4 Recording information

Although urgent referrals should not be delayed, Social Services or Police referrals should be confirmed in writing within two working days and a copy should also be provided to the Town Council. The report can be made using the Town Council standard *incident report form* and should contain the following information:

- Personal details of the child concerned including full name, age or date of birth, gender, ethnicity and address.
- Details of parent/carer and an indication of what, if any, information has been shared.
- The nature of the concerns.
- How and why those concerns have arisen.
- Description of any visible injuries including bruising.
- Any observed changes in child's behaviour, relationships, etc.
- Detailed description of any account of how any injuries occurred.
- Any times and dates or other relevant information.
- A clear distinction between what is fact, hearsay or opinion.
- Full details of the person about whom the concern/allegation is made including full name, date of birth, address, relationship the child concerned and/or position held in the Council, if any.
- Any information you have on the child's developmental needs.
- Information about the person making the referral, including contact details, role and relationship to the child.

The contact details of the social services duty officer or police officer to whom the concerns were passed, together with the time and date of the call, and any agreed action to be taken should be recorded.

### 3.5 Concerns within the Activity

Concerns that relate to **Llanelli Town Council** staff, members or volunteers will be taken very seriously. Where there is a suspicion that a child has been abused by someone within the organisation, in addition to the above procedures, the individual may, in consultation with the statutory agencies, be placed under suspension pending the outcome of Social Services and/or Police enquiries.

In these cases, there may be three types of investigation:

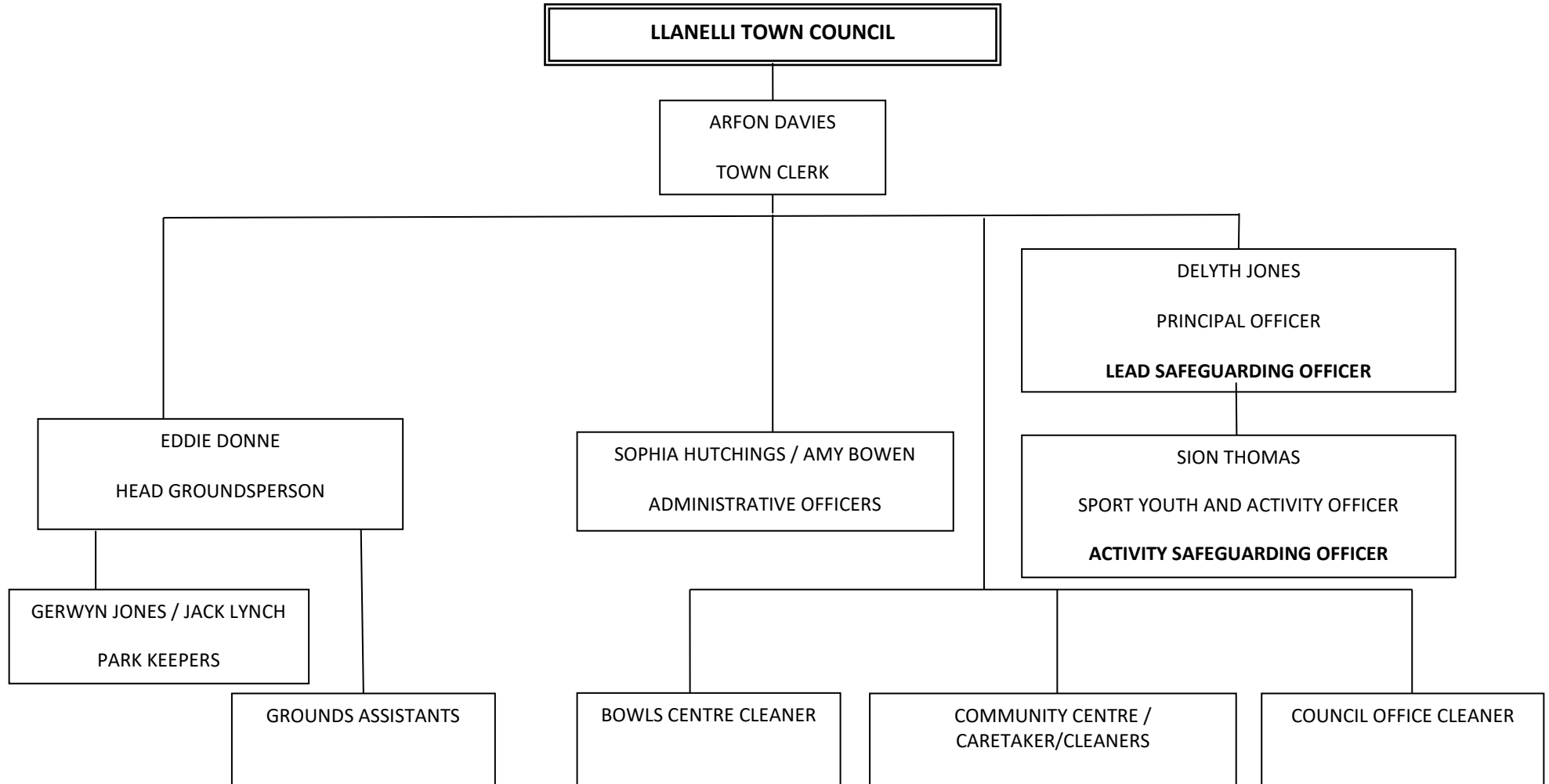
- Criminal – conducted by the police.
- Child protection – carried out under section 47 (1) of the Children Act 1989 by social services and police.
- Town Council disciplinary – conducted by the organisation on conclusion of statutory agency investigations,

**Llanelli Town Council** will:

- Consider whether the subject has access to children elsewhere and if so who needs to be informed as per Working Together 2018 guidance.
- Work closely with social services and police and attend strategy meetings as required.
- Provide appropriate support to children, parents, and members who are affected by an abuse situation including, where appropriate, the alleged perpetrator.

- Follow up any external investigation with an internal action if required irrespective of the findings of a Police/Social Services investigation, **Llanelli Town Council** will conduct an investigation to determine what, if any action is required to ensure children are safeguarded within the activity. Where disciplinary action is deemed appropriate, the civil standard of proof of the 'balance of probability' will be applied. Thus, the decision will rest on whether it is more likely than not that the allegation is true.
- Refer to the [Disclosure and Barring Service e.g. Referrals](#) anyone who has been excluded from the activity (or would or might have been excluded if the individual had not otherwise ceased involvement in the activity) on the grounds that they harmed a child, caused a child to be harmed, put a child at risk of harm, attempted to harm a child or incited another to harm a child.
- Review case and ensure any preventive measures within the activity are addressed.

# Llanelli Town Council Staffing Structure – 2022-23





### 3.6 Confidentiality and information sharing

Sharing information is a critical element of safeguarding and protecting children. Consent should normally be sought from the subject/s of the information in order for it to be shared, but, in the interests of child protection, it may be necessary for information to be shared with relevant staff and volunteers within an Council, Social Services, the Police without consent if there is reason to believe that seeking consent could place a child at risk of significant harm.

**Llanelli Town Council** will only share confidential information without consent where there is a reasonable belief that failure to disclose would place the child or others at increased risk of significant harm and/or would undermine the prevention, detection or prosecution of a serious crime.

All staff, members and volunteers are expected to ensure that information relating to a child protection concern is passed to the appropriate person within the Council to enable appropriate action to be taken. It is essential that only those who need to know are informed.

The decision to share will be taken by the designated Lead Officer and/or Welfare Officer, in consultation with a senior official and/or deputy welfare officer, providing that this will not delay the referral. Confidential information will only be passed to agencies that require access for safeguarding purposes on a 'need to know' basis. A record will be maintained of the reason for the disclosure, to whom it was shared and the details that were provided.

Further information on sharing information and consent can be found here [Wales Safeguarding Procedures - consent](#)

### 3.7 Whistle blowing

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. **Llanelli Town Council** supports an environment where staff and volunteers, members and their parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reports a legitimate concern to the organisation will be supported and all concerns will be taken seriously.

It is acknowledged that individuals are often very reluctant to report concerns through fear of negative reprisal. **Llanelli Town Council** will take action against anyone who has harassed or victimised a whistleblower. The identity of individuals who wish to remain anonymous will not be disclosed without first taking time to explain the circumstances in which the disclosure may be desirable.

In the first instance, poor practice concerns that relate to a Councillor should be referred to the Council welfare officer or senior official, except where:

- The whistleblower believes there would be a risk of victimisation, either to the whistleblower or child/children, if the matter was raised internally within the Council; or
- The whistleblower has already raised the matter internally and the matter was covered up or no action was taken, and the situation remains unchanged.

### 3.8 Media interest

Incidents of child abuse can generate significant media interest. Anyone who is approached by the media should refrain from providing any information and should follow the following guidance:

- Take a note of the journalist's name and contact details and whom they represent.
- Establish exactly what information the journalist requires.
- Establish whether the journalist is working to any deadlines and inform them that the matter will be referred to the Town Council to discuss a response.
- Inform the appropriate Welfare Officer or person in charge who must refer the matter to the **Llanelli Town Council** Lead Officer who will assist in formulating an appropriate response in consultation with senior officials/management.
- A copy of the response will be sent to the journalist and other relevant individuals.

### 3.9 Support services

Both the victim of abuse and anyone who is investigated for allegations of abuse may benefit from information about support services. It is also useful to provide this information for anyone else who has been affected by an incident of abuse, including family members, those involved in responding to the incident, and sometimes other children, parents or Council members.

Anyone who has made a disclosure of abuse, has been the subject of an allegation, or has been indirectly affected by an incident will be offered information on support services. Anyone within the organisation who is the subject of an abuse allegation will also be provided with contact details for support services they may require.

## **4 SAFE RECRUITMENT AND SELECTION**

### **4.1 Introduction**

Although the vast majority of people seeking to work or volunteer with children do not present a risk to children, it is accepted that some individuals have inappropriate motives in seeking this type of work. Safe recruitment and selection procedures should help to deter or prevent inappropriate individuals from gaining positions as well as clarifying the Council's commitment to safeguarding high standards of behaviour.

**Llanelli Town Council** is committed to applying a robust recruitment and selection process and recruit individuals who share **Llanelli Town Council** values and approach to safeguarding. All partners should make sure that they also adopt these processes. These procedures should apply to both paid and voluntary positions, even where there is only one applicant for a position. These procedures are not applicable in the following cases:

- Parents/carers whose only role is to care for their own child.
- One-off volunteers who only have contact for a short period, e.g., young people on work experience, helpers at fundraising events, and are always supervised by appropriately recruited and vetted individuals.
- For more information on who is eligible for a DBS Check please click on this [link](#).

In positions where a DBS check (Basic / Enhanced as appropriate) has been deemed by the organisation to be required, these must be repeated at regular intervals of no more than three years throughout the period of employment (paid posts) or deployment (volunteers).

**Llanelli Town Council** recognises the importance of robust recruitment and selection practices and will ensure all safeguarding issues are considered throughout the process. The following procedures will be applied for all roles working with children:

### **4.2 Planning**

All positions should have a job/role description that describes the range of duties the role will involve, and a person specification that describes the required attributes. The person specification should be divided into 'essential attributes' which describe what each candidate must be able to demonstrate immediately and 'desirable attributes' that describe qualities that would enable a candidate to perform the duties better and, if not currently possessed, may be gained in time. All person specifications for roles working with children should include suitability to work with children as an 'essential' criterion.

Any advertising and information sent to potential applicants should make specific reference to safeguarding and promoting the welfare of children and highlight that the post involves working with children and will therefore require the completion of a DBS Check.

### **4.3 Pre interview**

All applicants should be required to complete the Llanelli Town Council standard application form, this requires the applicant to supply the following information:

- Current and any former names, address and other contact details.

- National Insurance number to confirm the right to work.
- Information on relevant academic or vocational qualifications and details of the awarding body.
- A full history of any paid or voluntary positions working with children, with start and end dates and reasons for leaving.
- A statement of the personal qualities and experience that demonstrate the applicant's suitability for the position and how she/he fulfils the person specification.
- Contact details of at least two referees, one of whom should be a previous employer or Council. The application form should indicate that references will be sought for short-listed candidates prior to the interview, unless the applicant has a justifiable reason for not seeking references in advance.

All applicants should be assessed against the criteria contained in the person specification and a short list prepared. Any concerns and unexplained gaps from the application forms should be noted and addressed with the applicant at interview.

Partners are asked to provide any relevant information regarding the applicant's suitability to work with children and to confirm coaching qualifications, if appropriate.

#### **4.4 Interview**

All potential staff or volunteers should be interviewed or be asked to attend a meeting with a minimum of two representatives of the Council prior to any position being confirmed. They should be asked to bring evidence to verify their identity and confirm the right to work in the UK and proof of any relevant qualifications.

The interview process and questions should be agreed in advance, and should take account of the interview's two main functions:

- a) to explore the applicant's qualities in relation to the requirements of the job, and
- b) to assess an applicant's suitability to work with children.

The interview should explore any gaps and inconsistencies in the application form, and assess suitability to work with children by examining the applicant's commitment to safeguarding by asking questions that probe the applicant's underlying attitudes and behaviours relating to working with children.

#### **4.5 Pre-recruitment checks**

The successful candidate should be asked to complete a DBS Check prior to commencing any aspect of their role that involves contact with children and or the Community. Where the candidate has been resident in a foreign country, it is unlikely that a DBS check will suffice. Llanelli Town Council should seek to access information from the relevant country of origin/residence.

All appointments should be confirmed by the Executive Committee (or relevant body) on confirmation that the individual has completed the DBS check and that it has been approved or any conditions agreed by **Llanelli Town Council** have been met.

#### **4.6 Induction**

All new staff and volunteers should:

- Complete an induction process to familiarise them with the organisation's policies and procedures and the responsibilities of the post, including safeguarding.
- Be required to sign up to the organisation's constitution, rules, guidelines, codes of conduct, regulations and policies.
- Attend a recognised safeguarding and protecting children course as soon as possible and no later than six months after taking up their post and before undergoing any activities with children.
- Complete a probationary/trial period (usually 6 months).

#### **4.7 Monitoring and appraisal**

At regular intervals all new and existing staff and volunteers should be given the opportunity to receive and provide feedback relating to their role. All new staff and volunteers should have access to support from a mentor and receive a formal appraisal at the end of their probation period. After this period, appraisal should be provided at regular intervals and a formal appraisal covering safeguard practice completed annually.

## 5 PRACTICE GUIDANCE

### 5.1 Supervision ratios

It is essential that appropriate ratios for supervision are adopted, and everyone is clear of their supervisory responsibilities. Ratios of adults to children should be determined by considering age, the nature of the activity and where it is taking place.

For activities, **Llanelli Town Council** will implement the minimum ratios dependent upon age recommended by the NSPCC.

On all occasions, there must always be a minimum of two responsible adults present. This ensures there is supervision in the event of an accident or incident that requires one of the adults to leave the group to accompany a child. If necessary additional support will be sought to ensure this is met should an incident occur.

### 5.2 Changing facilities

The use of changing facilities can be difficult to regulate where training venues are open to the public and may be mixed gender. All **Llanelli Town Council** partners should develop a policy that fits with the specific circumstances in which they operate. The following principles should be adopted:

- Where a Council is fully responsible for changing facilities, adults should not be permitted to get changed in these facilities at the same time as children.
- Parents should only be in the changing room to assist their child if the age group using the facilities are under-8 years old. Additional arrangements may be required if there are young people with disabilities in the group.
- There must be separate changing facilities or changing times for males and female.
- No-one should enter changing rooms whilst these are being used by members of the opposite sex.
- The use of photographic devices, including mobile phone cameras and tablets must not be permitted in changing facilities.
- Codes of conduct should cover behaviour whilst using changing facilities.
- Children should be aware that incidents in the changing facilities should be reported without delay.
- Councils that are unable to provide safe changing room facilities must ensure participants arrive wearing their training clothes

### 5.3 Codes of conduct

It is important that everyone within the activity is clear about what is considered acceptable conduct when working with children. All staff, members and volunteers must promote good practice and ensure poor practice is challenged. Adhering to the following code of good practice will also help avoid positions where both the responsible adult and the child are vulnerable and create a positive environment within the activity:

- Always work in an open environment (e.g., avoiding private or unobserved situations and encouraging open and transparent communication).

- Always ensure that there is at least one other responsible adult present during training sessions.
- Treat all children fairly, and with respect and dignity.
- Always put the welfare of each child first, before winning or achieving goals.
- Maintain appropriate boundaries in relationships with children, and do not engage in sexual or romantic relationships with young people (including those aged 16 and 17 years) where you are in a position of trust in relation to them. This is now a criminal offence as per the Sexual Offences Act 2003.
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Make activity fun, enjoyable and promote fair play.
- Ensure that if any form of manual/physical support is required, it is provided openly and according to coach education guidelines. Care is needed, as it can be difficult to maintain appropriate hand positions when a child is moving. Young people and their parents should always be consulted, and their agreement gained.
- Keep up to date with technical skills, qualifications and insurance in activity.
- Ensure parents/carers understand what is expected of them e.g., that they accept responsibility for transporting their child to and from the activity, and for bringing and collecting their child on time.
- Request written parental consent if Council officials wish to organise group transport to an event.
- Always ensure parents, teachers, coaches or officials work in pairs if supervising young people, particularly in changing areas.
- Ensure that if teams are taken away, they are always accompanied by at least two adults of the same gender. Mixed teams should have both male and female supervision.
- Ensure that at competitions or residential events, adults should not enter children's rooms or invite children into their rooms.
- Be a positive role model - this includes not smoking or drinking alcohol in the company of young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young people, avoiding excessive training or competition and not pushing them against their will.
- Secure parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.

#### 5.4 Photography and use of imagery

**Llanelli Town Council** believes it is important that parents/carers are able to celebrate the achievements of their children through photographs/film. In addition, the Council recognises that promoting images/videos of the activity will help encourage increased participation. However, **Llanelli Town Council** acknowledges that there are risks to children associated with the use of photographs/videos on activity websites, social media avenues and other publications.

Photographs/Videos can be used as a means of identifying children when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to "groom" the child for abuse. In addition, the content of the photo/video can be used or adapted for

inappropriate use. There is evidence of this adapted material finding its way onto sites showing child abuse images.

**Llanelli Town Council** does not advocate the banning of photography or filming but recognises the importance of putting in place appropriate and proportionate safeguards to ensure a safe activitying environment for children and young people and allow children (and their parents/carers on their behalf) the right to decide whether their photograph/video is taken, and how the images may be used.

### **Photography and Videoing at events**

**Llanelli Town Council** permits spectators and accredited professional photographers to take photographs at **Llanelli Town Council** events, but requires those organising such events to regulate the taking of photographs and apply, as a minimum, the following safeguards:

- Children and parents/carers should be informed that photography will be permitted at an event and if professional photographers will be present.
- If the media or professional photographers are present at the event, the event organiser is responsible for making sure children and their parents/carers are fully informed why photographs are being taken, where and how they will be published and for obtaining the necessary consents.
- Wherever possible, spectators wishing to take photographs will be required to register with the event organiser the intention to use photographic and video equipment and must acknowledge that the images are for private use and not for publication.
- Professional photographers/filming/video operators wishing to cover an event will need to apply for accreditation by the event organiser at least 7 working days before the event. The accreditation process will require proof of professional identification details, which should be verified with the issuing authority prior to the event.
- Anyone who is registered to take photographs will be issued with a photography pass, which they will be required to display at all times during the event.
- A public announcement will be made, prior to the start of the event, outlining the specific details concerning photographic/filming equipment registration. This will also be published prominently in event programmes. The recommended wording is: 'In line with the recommendation in the **Llanelli Town Council** Policy, the organisers of this event request that any person wishing to engage in any video or photography should register their details with staff at the spectator desk before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the organiser's conditions. If you are concerned about any photography taking place at this event, please contact the promoter or event organiser who will be pleased to discuss this matter with you'.
- Anyone registered/accredited to take photographs will be provided with clear guidance on what is considered acceptable in terms of the appropriate imagery and conduct and any areas where photography is forbidden (e.g., changing rooms, toilet areas).
- The professional photographer will not be permitted unsupervised access to children, one to one photo sessions at events or photo sessions outside the events or at a child's home.
- Any concerns regarding the inappropriate or intrusive use of photographic equipment should be reported to the event organiser or event welfare officer.

More information about use of photography is available via the CPSU [The CPSU - Photography](#)

### **Filming for coaching purposes**

There is no intention to prevent Council coaches and teachers from using videoing as a legitimate coaching aid, however, it is important to ensure the welfare of children being filmed. The child and



their parent/carer must be made aware of the purpose of the filming as a coaching aid and consent obtained. As the filming is not being conducted for publication, it is acceptable to introduce a blanket consent form as part of the process applied when a child joins the Council. It is important that appropriate care is taken to securely store the footage to avoid inappropriate usage.

### **Publication of images**

The following guidance should be applied when seeking to publish images:

- Prior to taking photographs or filming a child, the child (or their parent/carer) should be informed of the purpose and where the images will be published e.g., in print or on a website.
- The child (or their parent/carer) should be asked to provide their written consent for their images to be taken and published.
- Images of children should not be accompanied by identifying personal details. This includes first name and surname, address etc. This reduces the risk of inappropriate, unsolicited attention from people within and outside the activity. If it is important to name a child, their image should not be used.
- Only images of children in appropriate attire should be used to reduce the risk of the image being adapted for inappropriate use.
- Activity shots should focus on the activity rather than a particular child and should avoid full face and body shots.
- Website managers should carefully monitor content and ensure any inappropriate images or improper text is removed.

**Llanelli Town Council** should be informed of any inappropriate use of imagery on websites or any other form of media, which is not in keeping with this guidance. Anyone discovering a child's image that may be illegal should follow the Town Council reporting procedures and ensure the Town Council Lead Officer and Children's Social Care and/or Police are informed.

## **5.5 Transport**

Although it is always best safeguarding practice to avoid transporting a child alone, **Llanelli Town Council** recognises that there are some circumstances where it is unavoidable if a child is to participate in the required training and competition. If all alternatives have been exhausted and a coach or official has to transport a child there are a number of safety measures that should be put in place to minimise the risk:

- Gain written consent from the child's/children's parents/carers that they allow their child/ren to be transported by a Council official or coach.
- Ensure anyone providing transport to children on behalf of the Town Council or registered Council has been asked to complete a DBS check and provide evidence of appropriate insurance.
- Ensure the Council Welfare Officer has been made aware of the transport arrangements and is given the opportunity to talk to the child/children in advance to check they are comfortable with the plans. The Welfare Officer should ensure that the children understand their rights and feel able to discuss any concerns or incidents.
- Try to avoid having one child alone with the driver, either by having another adult present or by ensuring children are transported in groups with central pick-up and drop-off points. If the later recommendation is not possible, and the transport arrangements are in place on a routine basis, try to alternate which child is dropped off last.

- Provide parents with full details of any planned breaks in the journey and departure and arrival times.
- Sit children in the back of the car.
- Always use seat belts and booster seats, if required. Requirements should be confirmed prior to the trip.
- Ensure the driver has a point of contact and mobile phone should they break down.

It is accepted that circumstances may arise in event of an emergency, e.g., a child sustains an injury and needs to go to hospital, where an unaccompanied adult may need to transport an unaccompanied child. In such situations, the welfare officer or senior official and, where possible, the child's parents should be informed.

## 5.6 Physical Contact

The use of physical contact during **Llanelli Town Council activities** is important to support the development of skills and techniques, to treat injury or prevent an injury or accident from occurring. Physical contact during participation in **Llanelli Town Council activities** should always be intended to meet the child's needs, NOT the adults. It is important to be open and transparent about physical contact as it is possible that legitimate contact between an adult and a child may be misconstrued or misunderstood both by the child and observers.

The following guidance should be applied in respect of any physical contact with children:

- Ensure, in situations where physical contact is necessary to assist with learning, the adult explains to the child the nature and reason for the physical contact, and unless the contact arises in an emergency and to prevent harm, ask the child for permission.
- Avoid over handling when assisting a child.
- Ensure any physical contact takes place in an open or public environment and does not take place in secret or out of sight of others.
- Avoid any gratuitous or unnecessary physical contact with children and young people.
- Include guidance on physical contact as part of an induction process or pack for new participants.
- Ensure children with disabilities who need to be lifted or manually supported are treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting receive appropriate training.
- Ensure that any activity science or medical practices or other roles where physical contact is commonplace and/or a requirement of the role is only carried out by trained or qualified practitioners.
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.
- Any form of physical punishment of children is unlawful, as is any form of physical response to misbehaviour unless it is by way of physical intervention to prevent a young person from harming themselves or others (including the coach) or damaging property.
- Encourage children to voice concerns in the event that any physical contact makes them feel uncomfortable or threatened.

There may be occasions where children are distressed and in need of physical comfort and reassurance. A young person or coach may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases, being led by the needs of the child

and ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time.

## **5.7 Late collection of children**

Late collection of children by parents/carers can be challenging for activity officials to manage. One way of addressing this issue is to stress the need for parent/carers to ensure they arrive on time at the end of a session. However, it is appreciated that there are some circumstances beyond the control of the parent/carer that may make it impossible to collect their child on time. Whilst it is not the responsibility of coaches and officials to transport children home on behalf of parents/carers who have been delayed, Councils should adopt the following measures to ensure children are safeguarded:

- Ask parents to provide an emergency contact name and number.
- Provide parents/carers with a contact number for the Council and an instruction to call if there is any likelihood of late collection.
- Attempt to contact the child's parent/carer or, if necessary, the emergency contact.
- Ensure that two adults remain with the child at the facility until the parents/carer arrives.
- If appropriate, remind parents/carers of the policy relating to late collection.

The child should not be sent home with another person without permission from a parent/carer.

## 6 APPENDICES

### 6.1 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.uk](mailto:cpsu@nspcc.org.uk)

*\*Some examples above, not an extensive list please add any other contacts/links you feel appropriate or from the CPSU Useful Contacts list.*

## 6.2 Role Profile for Council Welfare Officer Template

### Role of Partner Welfare Officer

#### Skills:

- Child-focused approach
- Basic administration
- Basic advice and support provision
- Communication skills, including use of social media
- Maintenance of records
- Ability to provide information about local resources
- Ability to promote **Llanelli Town Council** safeguarding policy, procedures and resources

#### Tasks:

- Assist **Llanelli Town Council** to fulfil its responsibilities to safeguard children at Council level
- Assist **Llanelli Town Council** to implement its safeguarding children plan at Council level
- The first point of contact for staff, volunteers, parents, children/young people where concerns about a children's welfare, poor practice or abuse are identified.
- The first point of contact with the Town Council Welfare officer and National Lead Child Protection Officer
- Implement **Llanelli Town Council** reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Promote **Llanelli Town Council** best practice guidance/code of conduct within the Council
- Work closely with Council coaches and volunteers to assist them in understanding their safeguarding role and responsibilities and to ensure procedures for the prevention of risk are followed.
- Ensure adherence to **Llanelli Town Council** safeguarding children training requirements
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice, the welfare of children and the importance of safeguarding.

#### Training required:

- Safeguarding & Protecting Children course to be updated every three years
- Time to Listen Course to be updated every three years

#### Recommended additional training:

- Safeguarding & Protecting Children 2 course
- CPSU recommended online webinars and training courses

Further guidance can be sort from <https://thecpsu.org.uk/media/446255/Council-welfare-officer-job-description-final.pdf>

### 6.3 Incident Reporting Form

Your name:	Name of organisation:
Your role:	
Contact information (you): <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Child's name:	Child's date of birth:
Child's ethnicity: <i>Please state</i>	Details of any additional health/learning needs or disabilities: <i>Please state</i>
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Other (please state below)	
Parent's / carer's name(s):	
Contact information (parents/carers): <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i>	
<i>Email address:</i>	
Have parent's / carer's been notify of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No  If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i>  <i>Position within the activity or relationship to the child:</i>  <i>Telephone numbers:</i>	
<i>Email address:</i>	
Date and times of incident:	

Please provide details of the incident or concerns:  
*Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.*

Please provide **Child's** account of the incident:

Please provide any **witness** accounts of the incident:

Please provide details of any **witnesses** to the incident:

Name:

Position within the Council or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any **person involved** in this incident or alleged to have caused the incident / injury:

Name:

Position within the Council or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

Yes

No

If YES, please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Reference number (if applicable):

Agreed action or advice given:

Your signature\_\_\_\_\_

Print your name\_\_\_\_\_

Date\_\_\_\_\_

#### **6.4 Llanelli Town Council Contact Details**

Name Town Clerk

Website [www.llanellitowncouncil.gov.uk](http://www.llanellitowncouncil.gov.uk)

Email address [enquiries@llanellitowncouncil.gov.uk](mailto:enquiries@llanellitowncouncil.gov.uk)

Telephone number 01554774352

Address The Old Vicarage, Town Hall Square, Llanelli, SA15 3DD

#### **Town Council Lead Safeguarding Officer Details to be inserted here:**

Full Name Delyth Jones

Contact telephone number 01554 774352

Email address – [enquiries@llanellitowncouncil.gov.uk](mailto:enquiries@llanellitowncouncil.gov.uk)