



WESTON-SUPER-MARE TOWN COUNCIL

Safeguarding policy and procedure

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27 th January 2026	V1	Director of Finance & Resources		

This policy applies to Weston-super-Mare Town Council

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1. Policy Statement

Weston-super-Mare Town Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and to ensuring that they are protected from harm, abuse and neglect.

The Council recognises its legal, moral and corporate responsibilities to put in place safeguarding arrangements that are proportionate to the nature of its activities and services. These arrangements are designed to ensure that individuals are protected while engaged in, attending, or affected by Council-led activities, events, services, facilities or land.

This policy has been developed in line with current legislation and national guidance, including guidance issued by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC). Safeguarding is everyone's responsibility, and all those working on behalf of the Council are expected to act in a way that safeguards the welfare of others at all times.

2. Legislative and Guidance Framework

This policy is informed by, and complies with, current safeguarding legislation and statutory guidance, including the Children Act 1989, the Children Act 2004, Working Together to Safeguard Children, the Care Act 2014, the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012, the Equality Act 2010, the Human Rights Act 1998, and the Data Protection Act 2018 together with UK GDPR. It also reflects NALC and SLCC safeguarding guidance for local councils.

3. Definitions

A child or young person is defined as anyone under the age of 18, in accordance with the Children Acts 1989 and 2004.

An adult at risk is defined in line with the Care Act 2014 as a person aged 18 or over who has needs for care and support, is experiencing or is at risk of abuse or neglect, and as a result of those needs is unable to protect themselves from the abuse or risk of abuse.

4. Scope

This policy applies to all employees of Weston-super-Mare Town Council, all town councillors, volunteers, work experience placements, contractors, agency staff, and any partner organisations or individuals delivering services or activities on behalf of the Council.

The policy applies to all Council services, activities, events, whether delivered directly by the Council or in partnership with others.

5. Roles and Responsibilities

5.1 Designated Safeguarding Lead

The Director of Community Services is the Council's Designated Safeguarding Lead (DSL) and has overall responsibility for safeguarding within Weston-super-Mare Town Council. In the absence of the DSL the CEO/Town Clerk will take over this responsibility.

The DSL is responsible for acting as the main point of contact for safeguarding concerns, ensuring that concerns are responded to promptly and appropriately, and making referrals to statutory safeguarding agencies where necessary. The DSL will liaise with safeguarding partners, ensure that safeguarding procedures are implemented and kept under review, ensure that appropriate safeguarding training is in place, and maintain secure and confidential safeguarding records.

5.2 All Staff, Councillors and Volunteers

All staff, councillors and volunteers working on behalf of the Council have a responsibility to be alert to potential safeguarding concerns and to act in the best interests of children, young people and adults at risk.

Individuals must follow this policy and associated procedures, report safeguarding concerns immediately, never promise confidentiality to a person making a disclosure, and co-operate with safeguarding processes and investigations as required. Failure to follow safeguarding responsibilities may result in disciplinary or other appropriate action.

6. Safer Recruitment and DBS

Weston-super-Mare Town Council is committed to safer recruitment practices. The Council sees all roles as having some regulated activity and ensure that appropriate Disclosure and Barring Service (DBS) checks are undertaken where required.

Risk assessments will be used to determine whether DBS checks are necessary for volunteer roles. Safeguarding responsibilities will be clearly set out in role descriptions, contracts, and induction processes, and appropriate safeguarding training will be provided.

7. Training and Awareness

The Council will ensure that safeguarding training is provided at a level appropriate to the role of the individual. Training will be refreshed periodically to ensure continued awareness of safeguarding responsibilities and current best practice. Councillors will receive safeguarding awareness training relevant to their role.

8. Reporting Safeguarding Concerns

Any safeguarding concern must be reported without delay to the Designated Safeguarding Lead. Concerns may arise through direct disclosure, observation, or information received from a third party.

Where there is an immediate risk of harm to a child, young person or adult at risk, emergency services must be contacted immediately by calling 999.

9. Procedures

The Council's safeguarding reporting procedure is set out in Appendix A. All staff, councillors and volunteers must familiarise themselves with this procedure and follow it whenever a safeguarding concern arises.

10. Confidentiality and Information Sharing

Information relating to safeguarding concerns will be handled sensitively and shared only on a need-to-know basis. While confidentiality will be respected wherever possible, it will not prevent information being shared where this is necessary to protect a child, young person or adult at risk.

All information will be processed in accordance with the Data Protection Act 2018 and UK GDPR.

11. Monitoring and Review

This policy will be reviewed at bi-annually, or sooner if there are changes to legislation, statutory guidance, or following a safeguarding incident where a review is deemed necessary.

Appendix A

Safeguarding Reporting Procedure – Flowchart

