



# LLANHARAN COMMUNITY COUNCIL SAFEGUARDING POLICY

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## Legal Basis

This policy takes account of advice given by Safeguarding Wales which encompasses the requirements and expectations of the Social Services and Well-being (Wales) Act 2014 and the accompanying Working Together to Safeguard People guidance.

## Policy Statement

Everyone has a duty to safeguard children and vulnerable adults.

Llanharan Community Council is committed to safeguarding practices that help ensure the safety of all those coming into contact with the Council.

Councillors and Council staff are in a position of trust and are expected to adhere to the Code of Conduct for Community Councils at all times.

## Terms used

For the purposes of this policy, “Volunteers” shall be understood to refer to formally recruited Volunteers of Llanharan Community Council.

“Children” shall refer to any individual under the age of 18, whether or not at increased risk of harm.

“Vulnerable adults” shall refer to any individual aged 18 or over at increased risk of harm, who are less able to care for and protect themselves, whether or not they are in receipt of community care services.

“Deliberate acts of harm” include abuse, whether physical, sexual, emotional, domestic, financial or online; neglect; and exploitation, whether criminal or sexual.

## Local Authority

The legal responsibility for safeguarding children and vulnerable adults lies with Rhondda Cynon Taf County Borough Council, via the Cwm Taf Multi Agency Safeguarding Hub. Llanharan Community Council is committed to working with them as far as possible to promote wellbeing and prevent harms.

## Awareness of potential harms

“Harm” is caused by accidents, deliberate acts of harm or factors such as bullying, prejudicial attitudes or a failure to enable a person to participate in activities that are



open to most of their peers.

“Deliberate acts of harm” are abuses against the person and will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies and the DBS, where appropriate.

Any incidents of harm to anyone involved in the Council’s service will receive an appropriate response to safeguard the individual(s), reduce risk and improve our service.

### Safe environment

In order to promote a safe environment, the Council will

- Provide safe facilities and do regular safety assessments
- Ensure that members are aware of this policy
- Remind regular hirers to have an appropriate safeguarding policy in place.

### Safe recruitment

The Council recruits all staff and volunteers using appropriate procedures, safeguards and checks. Officers will determine if any roles are in regulated activities, and so subject to a Disclosure and Barring Service (DBS) check. No such roles exist at the time of writing. The Council will review recruitment procedures in response to changes in legislation and external systems such as DBS. The Council will take up references where provided for all posts and volunteer roles.

### Safeguarding Officer

The Council’s Safeguarding Officer is the Clerk to the Council, supported by a Deputy (normally the Deputy Clerk unless otherwise appointed). They will be available for all members and service users to consult about any concerns regarding the safety, wellbeing or conduct of individuals in contact with the Council.

The Safeguarding Officer and Deputy will have access to appropriate training to support them in this role. Specifically they will be trained in the SLCC ‘Safeguarding Everyone’ e-course. When need arises they will:

- liaise with appropriate local and national agencies
- contribute to appropriate policies
- maintain records and keep confidentiality
- adhere to and promote this policy within the Council
- signpost individuals to support where needed.



### Activities involving contact with the public

Council activities that bring members, staff or volunteers into direct contact with children or vulnerable adults currently include (but may not be limited to):

- Llanharan Pantry, including casual volunteers and service users
- Events, specifically the provision of a lost children facility.

If the Council directly organises or runs an event or activity which entails a member, employee or volunteer having direct unsupervised contact with children or vulnerable adults (such as a lost children facility) an enhanced DBS check will be obtained for the individuals having such contact, who must remain present with any such children or vulnerable adults until they are returned to the care of parents, guardians or carers. Where more than one member, employee or volunteer will be present **at all times** then the DBS may not be necessary, subject to risk assessment.

General principles of wise conduct will apply to members, employees and volunteers during all Council activities.

- Everyone should be treated with equal dignity and respect.
- Communication, behaviour and interaction should be appropriate and professional.
- Children engaging in the activities of the Council should remain the responsibility of their parents or guardians.
- Those dealing with a child or vulnerable adult should take care not to place themselves in a vulnerable position, for example ensuring that another adult is always present.
- Allegations or concerns will be taken seriously.

### Responding to allegations

If a person discloses abuse by someone else:

- Stay calm; take the allegation seriously.
- Allow the person to speak without interruption, accepting what is said.
- DO NOT investigate the disclosure.
- Only ask questions for clarification. Do not ask leading questions.
- Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that they did the right thing by talking to you.
- Advise that you will try to offer support, but that you **MUST** pass the information on : do not offer to keep secrets.
- Record the facts as you know them in writing. As soon as possible after the incident or disclosure write down notes, dates, times, facts, observations, and verbatim speech.
- Refer the allegation immediately and directly to the appropriate person who will ordinarily be the Designated Safeguarding Officer or Deputy. Provide your written notes.
- All allegations must be referred, no matter how insignificant they seem to be, or when



they occur.

- Try to ensure that no-one is placed in a position which could cause further compromise.
- Ensure the correct details are available, the child's / vulnerable adult's name and address, and the name and address of their parent, carer or guardian.
- The Safeguarding Officer will immediately contact RCTCBC Children's Services or Adult Services (See contact information at the end of this document).

### Reporting concerns

Members, employees and volunteers must, as soon as possible, report to the Safeguarding Officers when they have:

- a concern about the circumstances or treatment of an individual;
- a disclosure of information about a person at risk of or suffering from significant harm;
- an allegation of harm caused by a member to another individual.

They should never:

- Promise confidentiality – safeguarding relies on sharing concerns appropriately with other agencies.
- Allow suspicions or allegations of harm to go unreported
- Seek to investigate concerns independently
- Discuss their concerns with anyone except the Safeguarding Officers.

In the case that the Safeguarding Officers are implicated in any report, this should instead be made to the Chair of the Council.

### Confidentiality

All reports and communications relating to safeguarding will be kept securely and confidential in line with the Council's data protection policy and privacy statement, unless it is necessary to share this material with other agencies. Information will only be shared on a 'need to know' basis.

### Key Contacts:

Safeguarding Officer (The Clerk to the Council).  
Leigh Smith 07769 266675 / 01443 231430  
[Clerk@Llanharan-cc.gov.wales](mailto:Clerk@Llanharan-cc.gov.wales)

Deputy Safeguarding Officer (The Deputy Clerk/RFO)  
Lisa Phillips 01443 231 430



[Office@Llanharan-cc.gov.wales](mailto:Office@Llanharan-cc.gov.wales)

Standby Safeguarding Officer (The Assistant Clerk)

Rebecca Jenkins 01443 231 430

[Rebecca.Jenkins@Llanharan-cc.gov.wales](mailto:Rebecca.Jenkins@Llanharan-cc.gov.wales)

### **RCTCBC Child Safeguarding Team**

- During office hours (Mon–Fri, 8:30 am–5 pm):
  - RCT Contact Centre – 01443 425006
  - Email: [IAATeam@rctcbc.gov.uk](mailto:IAATeam@rctcbc.gov.uk)
- Outside office hours (weekends, bank holidays, evenings):
  - Emergency Duty Team – 01443 743665
- If a child is in immediate danger:
  - Call 999 (Police) immediately

### **RCTCBC Vulnerable Adult Safeguarding Team**

- During office hours (Mon–Fri, 8:30 am–5 pm):
  - Adult Social Care – First Response Team – 01443 425003
- Outside office hours:
  - Emergency Duty Team (same as for children) – 01443 743665
- If there's immediate risk of harm:
  - Call 999 (Police) immediately

This is a non-contractual policy which will be reviewed from time to time.