



CWMAMAN TOWN COUNCIL CHILD PROTECTION AND SAFEGUARDING POLICY

Adopted February 2026

Review February 2029

Policy Statement

Cwmaman Town Council is committed to keeping children, young people and adults at risk safe. Everyone has the right to be protected from harm, abuse and neglect.

Although the Town Council does not provide care services, safeguarding responsibilities arise through the Council's day-to-day work. This includes managing buildings and land, running or supporting events, employing staff, and providing facilities for the community.

The Council will take all safeguarding concerns seriously. Any concerns will be dealt with promptly and in line with Welsh law, statutory guidance and the Wales Safeguarding Procedures.

The safety and wellbeing of children, young people and adults at risk is always the Council's main priority. Everyone has the right to protection, whatever their age, disability, background, beliefs or identity.

Safeguarding is everyone's responsibility. Councillors, staff, volunteers, contractors and anyone working on behalf of the Town Council must stay alert to possible concerns and report them using the Council's safeguarding procedures. These procedures are set out in **Annex A – Safeguarding Procedures**, which explains how safeguarding concerns must be recognised, recorded and reported.

Any concerns about poor practice, misconduct or abuse will be taken seriously. It is for safeguarding professionals in the local authority to decide whether abuse has taken place, but it is everyone's responsibility to raise concerns.

People's privacy will be respected. However, safeguarding information must be shared with the Council's **Designated Safeguarding Lead (the Town Clerk)** where this is needed to protect someone from harm.

If someone tells you about a safeguarding concern, you must explain that you cannot keep this information secret and that it may need to be shared to keep people safe.

Ethos and Commitment

Cwmaman Town Council fully supports the principles set out in *Every Child Matters* and is committed to promoting the wellbeing of children, young people and adults at risk by supporting outcomes that enable individuals to:

- **Be healthy** – enjoying good physical and mental health and living a healthy lifestyle
- **Stay safe** – being protected from harm, abuse and neglect
- **Enjoy and achieve** – getting the most out of life and developing skills for adulthood
- **Make a positive contribution** – being involved in the community and society
- **Achieve economic wellbeing** – not being prevented by disadvantage from reaching their potential

Cwmaman Town Council takes the safeguarding of children, young people and adults at risk very seriously.

By promoting good practice and addressing concerns such as bullying and emotional, physical and sexual abuse, the Council aims to ensure that everyone can use and enjoy Council facilities, services and activities in a safe, welcoming and positive environment.

IT IS THE ROLE OF SAFEGUARDING PROFESSIONALS WITHIN THE LOCAL AUTHORITY TO DECIDE WHETHER ABUSE HAS TAKEN PLACE. HOWEVER, IT IS EVERYONE'S RESPONSIBILITY TO REPORT CONCERNS.

Scope of the Policy

This policy applies to all those involved in the work of Cwmaman Town Council. This includes all Town Councillors, the Town Clerk and other employees, contractors, volunteers and casual workers, as well as organisations or individuals using Council facilities or delivering activities on behalf of the Town Council.

The policy applies to safeguarding concerns arising in connection with Council-owned or managed land, buildings, services and activities. This includes, but is not limited to:

- Play parks and children's play areas
- Community open spaces and recreational land
- The community centre, including family and community events
- The bunkhouse, including overnight stays by school or youth groups
- The café operated within Council premises
- Community events, promotions and engagement activities

Roles and Responsibilities

Safeguarding Lead

The Town Clerk is the Council's Designated Safeguarding Lead Officer.

The Safeguarding Lead is responsible for receiving safeguarding concerns, referring concerns to the appropriate local authority safeguarding teams where necessary, and ensuring that safeguarding records are kept securely and confidentially. The Safeguarding Lead is also responsible for ensuring that councillors, staff and volunteers are aware of this policy and understand their safeguarding responsibilities.

The Council will appoint a nominated Councillor as Safeguarding Champion. The Safeguarding Champion provides member-level oversight and support for safeguarding matters but will **not** be involved in the handling or management of individual safeguarding cases.

In an emergency, or where there is immediate danger, **the relevant emergency services must be called.**

Councillors, Staff and Volunteers

All councillors, staff and volunteers have a responsibility to help keep people safe. They must remain alert to possible safeguarding concerns, treat everyone with dignity and respect, and maintain appropriate professional boundaries at all times.

Wherever possible, councillors, staff and volunteers should avoid being alone with children or adults at risk. If a safeguarding concern is disclosed, they must not promise confidentiality and must report the concern **immediately** to the Safeguarding Lead in line with the Council's safeguarding procedures.

Purpose and Objectives

The purpose of this policy is to explain how Cwmaman Town Council works to safeguard children, young people and adults at risk who may come into contact with its services, facilities and activities.

In particular, this policy aims to:

- Help protect children, young people and adults at risk from harm or abuse.
- Provide clear guidance for councillors, staff, volunteers and others working on behalf of the Council.
- Ensure safeguarding concerns are recognised, reported and dealt with appropriately.
- Promote a safe, welcoming and inclusive environment across all Council activities.

Legal and Policy Framework (Wales)

This policy is informed by:

- Social Services and Well-being (Wales) Act 2014
- Well-being of Future Generations (Wales) Act 2015
- Wales Safeguarding Procedures
- Working Together to Safeguard People (Welsh Government)
- Children Act 1989 and 2004
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Data Protection Act 2018 and UK GDPR

Definitions

For the purposes of this policy:

- **Child or young person** means anyone under the age of 18
- **Adult at risk** means an adult who has care and support needs, is experiencing or at risk of abuse or neglect, and is unable to protect themselves

Safeguarding Principles

Cwmaman Town Council recognises that:

- The welfare and safety of children, young people and adults at risk is always the first priority
- Everyone has the right to protection from abuse, regardless of background, ability, beliefs or personal characteristics
- Some people may be more vulnerable due to disability, communication needs, previous experiences or dependency
- Safeguarding is everyone's responsibility

Types of Abuse

Abuse can take many forms, including:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect
- Financial or material abuse
- Discriminatory abuse

Recognising Safeguarding Concerns

Possible signs of a safeguarding concern may include:

- Unexplained injuries or injuries with unclear explanations
- Significant changes in behaviour or mood
- Fearfulness, withdrawal or distress
- Inappropriate sexual behaviour or language
- Poor hygiene or unexplained weight loss
- A disclosure by the individual, or a concern raised by someone else

This list is not exhaustive. The presence of one or more indicators does not mean abuse has occurred, but concerns must never be ignored.

Confidentiality and Data Protection

Safeguarding information will be handled sensitively and with care. Information will be shared only where necessary to protect someone from harm and in line with data protection legislation.

Safeguarding concerns will always take priority over confidentiality where there is a risk of harm.

Expected Standards of Conduct

GOOD PRACTICE: ALL SHOULD ADHERE TO THE FOLLOWING PRINCIPLES:

All councillors, staff, volunteers, contractors and others working on behalf of Cwmaman Town Council are expected to:

- Act in a way that places the safety and wellbeing of children, young people and adults at risk first.
- Treat everyone with dignity, respect and fairness.
- Act as a positive role model at all times.
- Maintain appropriate professional boundaries.
- Avoid situations where they are alone with a child or adult at risk wherever possible.
- Ensure activities take place in open, observable environments where practicable.
- Avoid unnecessary physical contact.
- Use appropriate language and behaviour at all times.
- Challenge and address bullying, harassment or inappropriate behaviour.
- Follow Council policies and procedures, including safeguarding and health and safety.
- Report any safeguarding concerns promptly in line with the Council's safeguarding procedures.

POOR PRACTICE: THE FOLLOWING IS DEEMED TO CONSTITUTE POOR PRACTICE AND SHOULD BE AVOIDED BY ALL:

The following behaviours are not acceptable and must be avoided at all times:

- Spending excessive time alone with a child or adult at risk
- Taking children or adults at risk to private homes or private spaces
- Sharing rooms or sleeping accommodation with a child or adult at risk
- Engaging in rough play, inappropriate physical contact or sexually suggestive behaviour
- Making inappropriate comments, jokes or gestures
- Ignoring, dismissing or failing to act on safeguarding concerns
- Asking leading questions or attempting to investigate concerns
- Promising confidentiality where a safeguarding concern is raised

IF AN INCIDENT OCCURS, OR IF BEHAVIOUR COULD BE MISINTERPRETED, THIS MUST BE REPORTED TO THE SAFEGUARDING LEAD AS SOON AS POSSIBLE AND RECORDED APPROPRIATELY. THIS INCLUDES SITUATIONS WHERE:

- Someone is accidentally hurt
- A person appears distressed
- A misunderstanding or misinterpretation arises
- A safeguarding concern is disclosed

Use of Council Facilities and Hirers

Cwmaman Town Council provides a range of facilities for community use, including play areas, open spaces, the community centre, the bunkhouse and the café. The Council is committed to ensuring that these facilities are safe and welcoming for everyone.

Where the Town Council directly organises or delivers activities, it will take reasonable steps to ensure that appropriate safeguarding arrangements are in place.

Where facilities are hired or used by external organisations, groups or individuals, responsibility for safeguarding rests with the hirer or organiser of the activity. This includes responsibility for supervision, behaviour management, safeguarding procedures and, where required by law, Disclosure and Barring Service (DBS) checks.

Organisations and groups using Council facilities for activities involving children, young people or adults at risk must ensure that:

- Appropriate safeguarding policies and procedures are in place
- Adequate supervision is provided at all times
- Any safeguarding concerns are dealt with appropriately

The Town Council does not take responsibility for the supervision of children, young people or adults at risk during activities run by third parties, unless this has been explicitly agreed in writing in advance.

If a safeguarding concern arises on Council premises, whether during a Council-run activity or a third-party activity, the concern must be reported to the Council's Designated Safeguarding Lead in line with this policy and the Council's safeguarding procedures.

Reporting Safeguarding Concerns

Any safeguarding concern must be reported without delay to the Council's Designated Safeguarding Lead.

Town Clerk

Designated Safeguarding Lead
clerk@cwmmamantc.org
01269 822882

The Safeguarding Lead will follow the [Wales Safeguarding Procedures](#) and make referrals to the appropriate local authority safeguarding teams where required.

In an emergency, or where there is immediate danger, **999 must be called**.

IT IS NOT THE ROLE OF COUNCILLORS, STAFF OR VOLUNTEERS TO INVESTIGATE SAFEGUARDING CONCERNS.

*Safeguarding concerns must be handled in line with **Annex A – Safeguarding Procedures**.*

Recruitment, DBS and Training

The Town Council will follow safer recruitment practices where appropriate.

Disclosure and Barring Service (DBS) checks will only be undertaken where a role is legally eligible and a check is required.

Safeguarding awareness will be provided to councillors, staff and volunteers as appropriate to their role.

Related Documents

A public-facing **Safeguarding Statement** is provided at **Annex B**. This summary is intended for display on Council premises, websites and booking information and does not replace this policy or **Annex A – Safeguarding Procedures**.

Review of the Policy

This policy will be reviewed every **three years**, or earlier if there are changes in legislation, guidance or Council activities that affect safeguarding arrangements.

Date of approval _____

Clerk signature of approval _____

Chairs signature of approval _____

Next review date _____

Staff/Volunteer Name _____

Signature _____ Date _____

ANNEX A

SAFEGUARDING PROCEDURES

(To accompany the Child Protection and Safeguarding Policy)

Purpose of this Procedure

This procedure sets out how safeguarding concerns are identified, recorded and reported by Cwmaman Town Council.

It applies to:

- Councillors
- The Town Clerk and employees
- Volunteers and contractors
- Anyone acting on behalf of the Council

Designated Safeguarding Roles

- **Safeguarding Lead Officer:** Town Clerk
- **Safeguarding Champion:** Nominated Councillor (oversight role only)

The Safeguarding Champion does not receive or manage individual safeguarding cases.

When This Procedure Applies

This procedure applies where a safeguarding concern arises:

- On Council-owned or managed land or premises
- During Council-run or Council-supported activities
- In connection with Council staff, councillors, volunteers or contractors
- In relation to use of the community centre, bunkhouse, play areas, café or open spaces

What Is a Safeguarding Concern?

A safeguarding concern may arise if:

- A child or adult at risk is harmed, abused or neglected
- Someone discloses abuse or neglect
- You observe worrying behaviour or signs
- A third party raises a concern

You do **not** need proof to raise a concern.

Immediate Risk or Emergency

If there is **immediate danger** or a serious incident:

- Call 999 immediately
- Then inform the Safeguarding Lead as soon as practicable

How to Respond to a Disclosure

If someone discloses a safeguarding concern to you:

You must:

- Stay calm and listen
- Take the concern seriously
- Reassure them they have done the right thing

You must not:

- Promise confidentiality
- Ask leading or probing questions
- Attempt to investigate
- Share the information with others (except the Safeguarding Lead)

Reporting a Safeguarding Concern

All safeguarding concerns must be reported without delay to the Safeguarding Lead (Town Clerk).

If the concern involves the Town Clerk, it should be reported to the Chair of the Council, who will seek appropriate external safeguarding advice.

Recording the Concern

The Safeguarding Lead will:

- Record the concern accurately and objectively
- Include dates, times, locations and factual information
- Avoid opinion or speculation
- Store records securely and confidentially

Safeguarding records will be kept separate from general Council records.

Referral to External Agencies

The Safeguarding Lead will:

- Decide whether the concern meets the threshold for referral
- Follow the [Wales Safeguarding Procedures](#)
- Refer concerns to the relevant local authority safeguarding duty team
- Cooperate with any subsequent enquiries

The Council does **not** investigate safeguarding matters.

Confidentiality and Information Sharing

Information will be:

- Shared only on a need-to-know basis
- Handled in line with data protection legislation
- Disclosed where necessary to protect a child or adult at risk

Safeguarding overrides confidentiality where there is a risk of harm.

Council Facilities and Third-Party Hirers

For activities run by external organisations (e.g. school groups using the bunkhouse or community centre):

- The hirer is responsible for safeguarding, supervision and DBS checks
- The Council's role is limited to reporting concerns that arise on its premises
- Hirers may be required to confirm safeguarding arrangements as part of booking terms

Review of Safeguarding Procedures

These procedures will be reviewed:

- Alongside the Safeguarding Policy
- At least every three years
- Or sooner if legislation or guidance changes

ANNEX B

SAFEGUARDING STATEMENT

Safeguarding at Cwmaman Town Council

Cwmaman Town Council is committed to providing safe, welcoming and inclusive spaces for everyone in the community.

We recognise our responsibility to safeguard and promote the welfare of children, young people and adults at risk who may come into contact with our services, facilities and activities.

This includes:

- Play parks and open spaces
- The community centre and family events
- The bunkhouse and group accommodation
- The café and community facilities

The Council has a Child Protection and Safeguarding Policy and clear procedures for responding to safeguarding concerns in line with Welsh legislation and guidance.

These documents explain how safeguarding concerns are recognised, reported and managed.

Reporting concerns

If you are worried about the safety or welfare of a child, young person or adult at risk in connection with Cwmaman Town Council's activities or premises, please contact:

Town Clerk

Designated Safeguarding Lead

clerk@cwmamantc.org

01269 822882

In an emergency, or if someone is in immediate danger, always call **999**.

Use of Council facilities

Organisations hiring Council facilities are responsible for safeguarding during their activities and must ensure appropriate supervision and safeguarding arrangements are in place.

The Council does not accept responsibility for supervision of children or adults at risk during third-party activities unless explicitly agreed in writing.