



**CYNGOR TREF
GLYNNEATH
GLYNNEATH TOWN COUNCIL**

BETHANIA COMMUNITY CENTRE
HIGH STREET, GLYNNEATH, SA11 5DA

TEL: 01639 722961

E-MAIL: CLERK@GLYNNEATHTOWNCOUNCIL.GOV.UK

WEBSITE: WWW.GLYNNEATHTOWNCOUNCIL.GOV.UK

Safeguarding Policy

Glynneath Town Council is committed to ensuring that vulnerable children and adults (referred to as **vulnerable people** throughout this document) are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council.

NOTE: As the Town Council does not directly provide care or supervision services to children, it expects all children using its facilities to do so with the consent and the necessary supervision of a parent or other responsible adult.

Aims:

This policy document aims to guide members, officers, volunteers, and other associates acting for Glynneath Town Council (referred to as **representatives** throughout this document) should any safeguarding issue arise during their work.

Policy Objective:

- To ensure that where possible all facilities and activities offered by the Town Council are designed and maintained to limit risk to vulnerable people.
- To promote the general welfare, health, and development of vulnerable people by being aware of safeguarding issues and to be able to respond where appropriate as a local government organisation.
- To set out procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.

Responsibilities & Procedures:

The Town Clerk will assume the role of Safeguarding Officer, and their responsibilities will include:

- Ensuring that before any Town Council-organised event with vulnerable people, the Safeguarding Officer briefs participants appropriately.
- Ensuring that representatives are aware of the risks they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst any representatives are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.
- All new representatives are to be provided with a copy of the safeguarding policy and are required to acknowledge they will abide by it.
- Representatives will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults to be present when supervising vulnerable people.
 - Not to play physical contact games.
 - To wear appropriate clothing at all times.
 - Ensure that accidents are recorded in an accident book.
 - Never to do anything of a personal nature for a vulnerable person.Keep records in an incident book of any allegations a vulnerable person may make to any representative.

If there is an abuse incident, it should be immediately reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled appropriately and may refer the matter to the Police or NPTCBC Children's Services or Adult Services, as the appropriate authority.

Any incidents to be reported to Glynneath Town Council any action as appropriate and future risk assessment.

Facilities offered by the Town Council have been inspected on a regular basis and risk assessment updated and shared with all representatives.

Glynneath Town Council is fully committed to safeguarding the well-being of vulnerable people by protecting them from physical, sexual, and emotional harm and neglect.

All representatives of Glynneath Town Council should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for vulnerable people who are involved in Town Council activities.

Adopted by Council: _____

Signed:

Mx. C Willcox
Clerk to Council

Cllr C Edwards
Mayor