



## **Cinderford Town Council Safeguarding Policy 2024-2026**

### **Introduction**

Everyone acting on behalf of Cinderford Town Council (the Council) has a duty to safeguard children, young people, and vulnerable adults. This policy outlines practices that will promote the safety of children, young people, and vulnerable adults while on the Council's premises, or properties, or working on Council's business in any location.

### **Definitions**

Children and young people are defined as anyone under the age of 18 years. A vulnerable adult is anyone over 18 who is unable to care for themselves, unable to protect themselves from significant harm or exploitation, or who may need community care services.

### **To whom this policy applies**

This policy applies to anyone working for or on behalf of Cinderford Town Council, whether as a member of staff, a councillor, or in a voluntary or commissioned capacity. It also applies to users of the Council's facilities and services. Any adult who has regular, unsupervised, contact with children, young people, or vulnerable adults during the course of their duties must undergo appropriate Disclosure and Barring Service (DBS) checks.

### **Promoting a safe environment**

In order to promote a safe environment for children, young people, and vulnerable adults, the Council will promote a safeguarding culture in its premises, and in all activities it is engaged in. To achieve this, the Council will:

- provide safe facilities and undertake regular safety assessments
- ensure that all those working, under the Council's authority, with children and vulnerable adults are made aware of this policy
- make this policy available to users of the Council's facilities and services who are in contact with children, young people, and vulnerable adults
- recognise that it is not responsible for deciding whether abuse is taking place. If concerns of abuse are raised, these will be passed on to the appropriate authorities.

### **What should be a cause for concern**

- any behaviour, action, or inaction, that would be likely to be considered as being harmful to the physical and/or emotional development of a child, young person, or vulnerable adult.
- in the circumstances in which those working with the authority of the Council may operate, harm falls into three main categories:
  - o physical harm
  - o emotional harm
  - o sexual abuse

These are not necessarily the only harmful behaviours that must be guarded against and if in any doubt, guidance from qualified social care practitioners must immediately be sought.

## Allegations against staff and volunteers

Those acting on behalf of the Council should take care not to place themselves in a vulnerable position alone with a child or a vulnerable adult. All interactions must be conducted in view of at least one other, unrelated adult. If an allegation of inappropriate behaviour is made, the person receiving the allegation must immediately inform the Clerk to the Council (unless the allegation is made against the Clerk, in which case they must inform the Chair of Council) and make a written record that sets out the basic facts. The report will be shared with the Chair of the Parish Council and held confidentially.

This policy is not intended to be, and is not, a procedural guidance on all aspects of working with children, young people, and vulnerable adults. It represents guidance to those working with these groups while on the Council's business, and an instruction that they must fulfil their duty of care.

Professional advice may be obtained from Gloucestershire County Council through:

- Gloucestershire Safeguarding Children Board <https://www.gloucestershire.gov.uk/gscp/>
- Email: [gsce@gloucestershire.gov.uk](mailto:gsce@gloucestershire.gov.uk)
- Safeguarding Adults in Gloucestershire - Safeguarding Adults in Gloucestershire <https://www.gloucestershire.gov.uk/gsab/gloucestershire>
- E email [socialcare.enq@gloucestershire.gov.uk](mailto:socialcare.enq@gloucestershire.gov.uk)

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Author:	Clerk			

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**To be reviewed November 2026**

**Cinderford Town Council**

**Induction Procedure**

**Appendix 1**

**Induction Checklist**

**Employee Name:** .....

**Start Date:** .....

**Job Role:** .....

Area to be covered	To be covered by	Date	Trainee Signature	Trainer Signature
<ul style="list-style-type: none"> <li>• <b>Tour of the offices:</b></li> <li>• Fire Exits Fire Procedures</li> <li>• Location of Extinguishers Photocopier Recycling</li> <li>• WC</li> <li>• Kitchen</li> <li>• Issuing of keys</li> </ul>				
<p><b>Tour of other properties:</b></p> <ul style="list-style-type: none"> <li>➢ Rheola House</li> <li>➢ Miners field</li> <li>• Double View Area</li> <li>• Mount Pleasant</li> <li>• Skate Park</li> <li>• Other open spaces</li> <li>• HSBC site</li> <li>• Town Centre</li> <li>• Methodist Church</li> </ul>				
<p><b>Other work colleagues:</b></p> <ul style="list-style-type: none"> <li>➢ Meet the Finance Assistant</li> <li>• Meet the councillors</li> <li>➢ Meet the Groundsman</li> <li>➢ Meet the caretakers/cleaners</li> </ul>				
<p><b>IT &amp; Data Protection:</b></p> <ul style="list-style-type: none"> <li>➢ User ID/log on to software</li> <li>➢ Rules regarding password use</li> <li>➢ E-mails</li> <li>➢ Internet</li> <li>➢ Website</li> </ul>				
<p><b>Health &amp; Safety Matters:</b></p> <ul style="list-style-type: none"> <li>➢ General Health &amp; Safety</li> <li>• First Aid Boxes</li> <li>• Accident Reporting</li> <li>• Copy of Health &amp; Safety Policy</li> </ul>				
<p><b>Office Matters:</b></p> <ul style="list-style-type: none"> <li>➢ Lunch/breaks</li> <li>➢ Issuing keys</li> <li>➢ Security of personal items</li> </ul>				
<p><b>HR Matters:</b></p> <ul style="list-style-type: none"> <li>➢ Employment contract</li> </ul>				

<ul style="list-style-type: none"> <li>➤ Employee details (see appendix 2)</li> <li>➤ Annual leave request/record</li> <li>➤ Sickness/ Absence notification /record</li> <li>➤ Pension scheme information</li> <li>➤ Location of Policies and Procedures</li> <li>➤ Risk Assessments/Health &amp; Safety policy</li> </ul>				
<p><b>Finance Matters</b></p> <ul style="list-style-type: none"> <li>➤ P45 or ask to fill in a Starter checklist ➤ Pay procedure, completion of timesheet, when paid</li> <li>➤ Bank details</li> <li>➤ NI Number</li> </ul>				

**Cinderford Town Council  
Induction Procedure  
Appendix 2  
Personal Details Form**

To help us meet the requirements of the Data Protection Act in maintaining accuracy, please ensure that changes that affect the following details are notified promptly to your line manager.

**FOR COMPLETION BY ALL NEW EMPLOYEES**

**Personal Details**

Full Name:		
Address:		
Postcode:		
Date of Birth:		
Telephone Number:		
Mobile Telephone Number:		
E-mail address:		
NI Number:		

**Emergency Contact:**

Full Name:		
Relationship to you:		
Address:		
Telephone Numbers:		
Mobile Telephone Number:		
Evening Telephone Number:		
Daytime Telephone Number:		

**Bank Details**

You will be paid by cheque pending the move to internet banking. By Autumn 2021 you will be paid directly into your Bank or Building Society via BACS. Please give your account details below:

Name of Bank:		
Bank address:		
Sort Code:		
Account number:		
Account holder name:		

Cinderford Town Council's payroll provider holds a confidential computerised record containing details such as your name, address, date of birth, post number, job title. Cinderford Town Council holds the above information and your application form, job description, appointment letters, contract of employment and sickness absence forms.

**Confidentiality:** Data of a personal nature is treated as confidential and will not be disclosed externally without an individual's permission except in the case of

mortgage reference requests or requests from organisations such as the Department for Work and Pensions where there is a requirement in law to do so.

**Access to Records:** It is the policy of this Authority to allow reasonable access by an employee to their own records. If you wish to view items on your file please contact your line manager. Items obtained in confidence (usually your references) will be removed but access is allowed to all other items.