

EPPING TOWN COUNCIL

SAFEGUARDING POLICY

PART ONE: Safeguarding culture

Epping Town Council is committed to a safeguarding culture, which protects children and those who come into contact with them. It also applies to vulnerable adults.

Council's commitment to safeguarding is based around the following principles:

- 1) Children must be protected from harm at all times and all children should be safe, happy and valued. Children should feel able to tell us if this is not the case.
- 2) Children using our services and facilities should be able to use our facilities in safety.
- 3) We want to support parents, children and carers using our playgrounds and recreation grounds and participating in our events; promoting safety and wellbeing.
- 4) If we discover or suspect a child is suffering from harm, we will notify the police or social services so any necessary action can be taken.
- 5) This applies to all staff, councillors and volunteers at Epping Town Council. It also applies to those working for us and using our premises.

PART TWO: Safeguarding operations

1) Internal procedures

- a) All staff to have read and understood Council's Safeguarding Policy.
- b) See something = say something. **Report it.**
 - Town Clerk – first point of contact
 - The Town Clerk will report to the correct team (see below) and decide what information should be shared.

2) Situation

a) Using our property

- Organised groups working unsupervised with children/young people and vulnerable adults should have the necessary DSB safety checks.

b) Events

- Hirers for birthday parties and events should have a responsible adult present at all times

c) Out of hours

- Any safety concerns should be reported to the Town Clerk, or if the Town Clerk is unavailable, the Police.

PART THREE: Safeguarding definitions

Safeguarding information

The legal definition of a child according to the Children Act 1989 is 'a person under the age of 18', including pre-birth. Young people.

Adult safeguarding (vulnerable adults)

The Care Act 2014 established a statutory framework for care and support including adult safeguarding, which is designed to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.

- The Council's responsibility is to **identify** and **report** abuse.
- Epping Town Council staff do not have regular/substantial unsupervised contact with children and adults with care and support needs. Should this situation change, the relevant Disclosure and Barring Service (DBS) checks would be undertaken.

PART FOUR: The role of community partners in safeguarding

The SET (Southend, Essex and Thurrock) Safeguarding Guidelines outline the basic safeguarding procedures, which should be followed by all local authorities in Essex. There may also be occasions when agencies in another county have to be contacted to report a safeguarding concern, for example, if an incident occurs at an EFDC activity but the child or adult lives in a neighbouring London Borough or county.

Essex County Council: Essex County Council is the Children's Services Authority and provider of Adult Social Care for Essex. It has a duty to conduct enquiries where it's suspected that a child who lives in, or is found in a local authority area, is suffering from, or likely to suffer significant harm in the form of physical, sexual, emotional abuse or neglect. EFDC and ETC have a duty to support any enquiries.

Essex Safeguarding Children's Board (ESCB)

ESCB is a multi-agency organisation, which brings together agencies who work to safeguard and promote the welfare of children and young people.

Essex Safeguarding Adults Board (ESAB)

This statutory Board oversees and leads adult safeguarding across the locality and is interested in a range of matters that contribute to the prevention of abuse and neglect.

West Essex Stay Safe Group

West Essex Stay Safe Group consists of representatives including NHS, Essex Social Care, Police, Probation, Education, Voluntary Sector and District Councils. This group is responsible for delivering an action plan to improve safeguarding practice in West Essex and for considering actions to address emerging issues.

PART FIVE: Safeguarding reporting procedures

- Safeguarding is everyone's responsibility and anyone can raise a safeguarding concern. If a member of staff sees something that worries them, they have a responsibility to **report** it (not investigate it).
- All safeguarding concerns should be sent to the Town Clerk in the first instance, who will direct the concern to an appropriate partner.
- Employees must not discuss any allegations of abuse, substantiated or not, with anyone other than the person they are reporting it to formally.
- All officers should retain all safeguarding records in accordance with GDPR and as per the Retention of Records Policy. The Town Clerk will determine what information is shared. This will be done on a case by case basis.

PART SIX: Reporting contact details

The Town Clerk will report any safeguarding concerns to:

Senior Safeguarding Officer EFDC: Lynn Maidment Tel: 01992 5642706

General email for **all** safeguarding concerns/enquiries: safeguarding@eppingforestdc.gov.uk

Immediate danger or risk, call Essex Police on 999. Not an emergency, call the Police on 101.

Modern Day Slavery Helpline on 0800 0121 700.

Threats of suicide and self-harm or the Salvation Army Helpline on 0300 3038 151

24 hours a day, seven days a week).

Police team via their email address: Prevent@essex.police.uk

Domestic Abuse

- Essex Police via their Domestic Abuse Central Referral Unit (CRU) by calling 101 extension 180340; or by calling the dedicated abuse non-emergency number 0800 358 0351.
- For up-to-date information check: www.essex.police.uk

If children or adults with needs for care and support are involved, contact Essex Social Care.

Types of risk

- 1) Immediate: Call 999 (give as much detail as possible)
- 2) No immediate risk: contact the relevant people (above and below)
- 3) Allegations against staff: Town Clerk will contact EFDC's senior Safeguarding team (below)

**Joanne Budden Peoples Team. Safeguarding Lead Professional, Jennifer Gould
Safeguarding Lead Officer Caroline Wiggins (July 2022)**

Sources: The Children Act 1989. The Care Act 2014.
The Mental Capacity Act (MCA) 2005

Approved: 12 Nov 2024 [Date to be reviewed: October 2026 \(unless legislation requires sooner\)](#) Epping Town Council 2024