



## Safeguarding Policy

In the interests of safeguarding children and adults at risk\* Ross-on-Wye Town Council is committed to ensuring that children, young people and those adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Council.

### Statement Objective:

- To ensure that where possible all facilities and activities offered by this Council are designed and maintained to limit risk to children, young people and adults at risk
- To promote the general welfare and health of children, young people and adults at risk by being aware of local safeguarding procedures and to be able to respond appropriately as a local government organisation
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse, neglect and self-neglect
- As this Council does not directly provide care or supervision services to children, young people or adults at risk, it expects all those using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult

### Aims

The aim of this statement is to guide members and staff of Ross-on-Wye Town Council should any safeguarding issues arise during their work.

### Responsibilities & Procedures

The Deputy Clerk is the Designated / Nominated Person responsible for Safeguarding and his/her responsibilities will include: [Ref 26/04#31]

- Ensuring all new Councillors are familiar with [Herefordshire Safeguarding Partnership and Safeguarding Adults Board](#) and gain assurance that they will abide by it
- Ensuring that whilst Council members are unlikely to be involved directly with children, young people or adults at risk during the performance of their duties they are mindful of the risk they face
- Reporting any incidents of abuse, neglect or self-neglect against a child, young person or adult at risk in accordance with Herefordshire's Safeguarding Board's procedures
- Reporting any allegation made against anyone who works with children in a paid or unpaid capacity this includes for example teachers, social workers, police officers, care workers, voluntary workers, church group volunteers or those working in sports clubs a referral should be made to the Local Authority Designated Officer following the process as defined in the West Midlands procedures. <http://westmidlands.procedures.org.uk/ykpzy/statutory-child-protection-procedures/allegations-against-staff-or-volunteers>. The link for local referral guidance can be found here; <https://westmidlands.procedures.org.uk/local-content/ygjN/lado-managing-allegations/?b=Herefordshire>
- Reporting any allegation made against anyone who works with adults at risk in a paid or unpaid capacity this includes for example social workers, police officers, care workers, voluntary workers, church group volunteers or those working in sports clubs. A referral should be made to the Adults Safeguarding Lead using the process as defined in the West Midlands Adults Position of Trust Framework [Positions-of-Trust-Framework-1.pdf](#)
- Sharing information about safeguarding and good practice with partner organisations, councillors, employees, volunteers, parents and carers

- Deciding whether any person conducting activities on behalf of the Council should be DBS checked after consultation with the Chair following a risk assessment
- Ensuring that before any volunteers or paid members of staff are recruited to work with children, young people or adults at risk they are interviewed, and two references taken up
- Ensuring any contractors working directly for this Council working in any area where children, young people or adults at risk may be at risk, then that contractor will be asked to provide their Safeguarding Policy
- Ensuring any organisation which may make contact with children, young people or adults at risk shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities

## **Declaration**

Ross-on-Wye Town Council is fully committed to safeguarding the well-being of children, young people and adults at risk by protecting them from any form of abuse, neglect or self-neglect.

All members of Ross-on-Wye Town Council should read Herefordshire's Safeguarding Policies. Having read those, they should be proactive in providing a safe environment for children, young people and adults at risk who are involved in Council activities.

This Statement and will be reviewed annually.

## **Safeguarding Contact Details**

If you witness abuse or neglect it is your duty to report it as soon as possible using the contact details below. In an emergency call 999. To report a crime call 101.

**Herefordshire Safeguarding Adult Board** <https://www.herefordshiresafeguardingboards.org.uk/safeguarding-adults-board> 04132 260100

## **Herefordshire Council Child Protection Reporting Service**

<https://www.herefordshire.gov.uk/social-care-support/protect-someone>

8.45 am – 5.15 pm Mon-Thurs and 8.45 am – 4.45 pm Fri – 01432 260800

Out of hours 01905 76802

\*An adult at risk is one who:

- a) has needs for care and support (whether or not the authority is meeting any of those needs),
- b) is experiencing, or is at risk of, abuse or neglect, and
- c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

*Reviewed by the Personnel Sub-Committee March 2026*

*Adopted by Full Council April 2026*