



TIDWORTH TOWN COUNCIL

Safeguarding Policy

Document History	Date	Adopted Date	Minute Ref	Summary of Changes
Original	Sept 2026	01/09/26	26/122	NEW
Revision 1				
Revision 2				
Revision 3				

Next review date September 2028

1. Policy statement

Tidworth Town Council is committed to safeguarding and promoting the welfare of children, young people, and adults at risk.

The Council believes that everyone who uses its services, attends its meetings, takes part in its activities, or comes into contact with its staff, councillors, volunteers, or contractors has the right to do so in a safe, respectful, and supportive environment.

The Council will take safeguarding concerns seriously and will act promptly where there is a risk of harm.

2. Purpose

This policy aims to:

- set out the Council's commitment to safeguarding
- explain the responsibilities of councillors, staff, volunteers, and contractors
- identify how concerns should be reported and handled
- support good practice in council activities, meetings, and events
- reduce the risk of abuse, neglect, exploitation, or inappropriate conduct

3. Scope

This policy applies to:

- councillors
- employees
- volunteers
- contractors
- agency workers
- anyone acting on behalf of Tidworth Town Council

It applies to all Council-related activities, including:

- meetings
- community events
- consultations
- youth or family activities
- services delivered by or on behalf of the Council
- use of Council facilities
- online communications where Council business is involved

4. Legal and policy context

Tidworth Town Council recognises its responsibilities under relevant law and guidance, including the general duties placed on councils to manage public facilities safely and responsibly, alongside duties relating to equality and access

This policy should be read alongside:

- the Council's Code of Conduct
- health and safety arrangements
- equality and diversity arrangements
- data protection and confidentiality procedures
- any recruitment or volunteer policies
- any event risk assessment procedure

5. Definitions:

For the purposes of this policy:

- Child means anyone under 18 years of age.
- Adult at risk means a person who may be unable to protect themselves from abuse, neglect, or exploitation because of care and support needs.
- Safeguarding means protecting a person's right to live in safety, free from abuse and neglect.

6. Safeguarding principles:

The Council will:

- treat all people with dignity and respect
- listen carefully to concerns
- act without delay where someone may be at risk
- not make assumptions about what has happened
- work with relevant agencies when appropriate
- keep clear and secure records
- promote a culture where poor practice is challenged

7. Types of abuse and neglect

Safeguarding concerns may include:

- physical abuse
- emotional or psychological abuse
- sexual abuse
- neglect
- financial abuse
- domestic abuse
- discriminatory abuse
- modern slavery or exploitation
- self-neglect
- coercive or controlling behaviour
- inappropriate online behaviour or grooming

8. Roles and responsibilities

The Council

The Council will:

- adopt and review this policy
- appoint a Designated Safeguarding Lead
- ensure concerns can be reported promptly
- provide appropriate awareness training
- consider safeguarding in planning events and activities
- ensure safer recruitment where roles involve contact with vulnerable people

Councillors, staff, and volunteers

They must:

- be alert to signs of abuse or neglect
- act professionally and respectfully
- report concerns immediately
- not investigate themselves
- not promise secrecy
- keep information confidential unless it needs to be shared for safeguarding purposes.

9. Designated Safeguarding Lead

The Council will appoint a Designated Safeguarding Lead (DSL) and a deputy.

Designated Safeguarding Lead: Town Clerk

Deputy Designated Safeguarding Lead: Cllr Flower

Contact details:

townclerk@tidworthtowncouncil.gov.uk / olena.flower@tidworthtowncouncil.gov.uk

01980 847390

The DSL will:

- be the first point of contact for safeguarding concerns
- decide whether concerns need to be referred onward eg Local Authority Designated Officer.
- maintain safeguarding records
- liaise with external agencies where required
- advise on safeguarding arrangements for Council activity

10. Recognising concerns

Possible indicators of concern may include:

- unexplained injuries
- changes in behaviour
- withdrawal or distress
- signs of neglect
- fear of a particular person
- inappropriate sexualised behaviour
- signs of exploitation
- repeated missed appointments or disengagement
- disclosure by the person themselves

A concern does not need to be proven before it is reported.

11. Responding to a disclosure or concern

If someone discloses a safeguarding concern, or if a councillor, staff member, or volunteer is worried about someone:

1. Listen calmly and carefully
2. Take the concern seriously
3. Do not ask leading questions

4. Do not promise confidentiality
5. Do not investigate or confront the alleged abuser
6. Record the facts as soon as possible
7. Report the concern immediately to the Designated Safeguarding Lead

If a child or adult is in immediate danger, call 999.

If the DSL is unavailable and urgent action is needed, the concern should be referred directly to the appropriate safeguarding authority or emergency services.

12. Record keeping

Records should be:

- factual
- dated
- signed where possible
- kept secure
- limited to necessary information and access only

Records should include:

- what was seen, heard, or reported
- the date, time, and location
- the names of those involved
- the action taken
- who the concern was passed to

13. Confidentiality and information sharing

Safeguarding information will be handled sensitively and shared only with those who need to know.

The Council will comply with its data protection obligations while recognising that information may need to be shared to protect someone from harm.

14. Safer recruitment and vetting

Where roles bring people into contact with children or adults at risk, the Council will consider:

- the suitability of the role
- references
- identity checks
- relevant checks where legally permitted
- supervision and support arrangements
- clear role descriptions and boundaries

A DBS check will only be requested where lawful and relevant to the role.

15. Events and activities

Each event will have an appointed DSL who will be a Councillor or member of Staff to be recorded on the Event Management Plan.

Any concerns or issues will be reported to the Town Clerk.

For relevant events and activities, the Council will consider:

- safeguarding risks in the planning stage
- supervision ratios where appropriate
- the need for parental consent
- access arrangements
- emergency contacts
- first aid and incident reporting
- how to respond if a child or adult at risk becomes distressed or separated from others

16. Online safety

Where Council business is carried out online, staff, councillors, and volunteers must:

- use professional language
- avoid private or one-to-one informal contact where possible
- follow any Council social media or communication rules
- report concerning messages, images, or behaviour

17. Training and awareness

The Council will ensure that relevant people receive proportionate safeguarding awareness training.

Training should be refreshed periodically and whenever roles or responsibilities change.

18. Complaints and allegations

Any complaint or allegation involving a councillor, member of staff, volunteer, or contractor will be handled in line with the Council's procedures and, where relevant, referred to the appropriate safeguarding or disciplinary process.

19. Monitoring and review

This policy will be:

- reviewed every two years, or earlier if needed
- updated in line with changes in legislation, guidance, or Council practice