



SANDOWN TOWN COUNCIL

— Safeguarding Policy —

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1. INTRODUCTION

- 1.1. Sandown Town Council is committed to providing a safe, welcoming and inclusive environment for all members of the community, particularly children, young people and adults at risk.
- 1.2. We recognise our duty of care and responsibility to safeguard and promote the welfare of those who engage with the Council through services, events, facilities, volunteering and community activities.
- 1.3. This policy sets out the standards, procedures and expectations that ensure the Council operates safely and in line with statutory guidance including Working Together to Safeguard Children (2023), relevant safeguarding legislation, and best practice.

2. SCOPE

- 2.1. This policy applies to:
 - All councillors, staff, volunteers, contractors and partners involved in Council services or activities
 - All organised groups, clubs, schools and hirers using Council-managed facilities
 - All users of Council facilities, services and events, including children, parents, carers and members of the public
- 2.2. It covers safeguarding, welfare, behaviour, access, supervision, recruitment and reporting concerns.

3. SAFEGUARDING PRINCIPLES

- 3.1. We commit to:
 - Prioritising the safety and wellbeing of children and adults at risk
 - Creating an environment where concerns can be raised without fear
 - Responding promptly and appropriately to safeguarding concerns
 - Working in partnership with statutory agencies, schools, clubs and community organisations
 - Ensuring safeguarding policies are reviewed annually or following any incident

4. CODE OF CONDUCT

- 4.1. All persons covered by this policy must:
 - Treat others with dignity and respect
 - Behave responsibly and appropriately
 - Follow Council rules, procedures and instructions
 - Not engage in bullying, harassment, intimidation or anti-social behaviour
 - Maintain appropriate boundaries with children and adults at risk
 - Use Council facilities safely and responsibly
- 4.2. Breaches may result in removal from activities, suspension, termination of volunteering arrangements, or referral to police or safeguarding agencies.

5. SUPERVISION AND ACTIVITIES INVOLVING CHILDREN

- 5.1. Children attending Council-run organised activities must be appropriately supervised.
- 5.2. Responsibility for the supervision of children and young people remains with their parents, carers, clubs, hirers, and activity leaders at all times unless alternative arrangements have been expressly agreed in writing by the Council.
- 5.3. The Council reserves the right to require evidence of appropriate supervision arrangements and to take action where it reasonably believes that children or young people are not being adequately supervised or where safeguarding concerns arise.
- 5.4. Any concerns regarding a child's welfare or safety should be reported without delay to the appropriate statutory agency. Anyone who becomes aware of a safeguarding concern is encouraged to report it.
- 5.5. Photography or recording of children during organised activities must comply with safeguarding and consent procedures.

6. SAFER RECRUITMENT AND DBS CHECKS

- 6.1. Any councillor, staff member, volunteer or contractor involved in organised activities, youth engagement or work with adults at risk may be subject to safer recruitment procedures.
- 6.2. This may include:
 - Application or registration processes
 - Identity verification
 - References where appropriate
 - Suitability discussions or interviews
- 6.3. Where a role is legally eligible for a Disclosure and Barring Service (DBS) check, the appropriate level of check will be obtained in accordance with DBS eligibility requirements.
- 6.4. Individuals working in roles involving children, young people or adults at risk may be required to:
 - Complete safeguarding training relevant to their role
 - Comply with Council safeguarding procedures
- 6.5. A criminal record will not automatically exclude an individual. Risk assessments will be carried out where appropriate.

7. REPORTING SAFEGUARDING CONCERNS

- 7.1. Anyone may report a safeguarding concern. Concerns may relate to:
 - A child or adult at risk
 - Inappropriate behaviour
 - Bullying or harassment
 - Criminal or anti-social behaviour
 - Welfare concerns

- Unsafe conduct or environments

7.2. Reports should be made to the relevant agency. If a person is at immediate risk, call 999.

7.3. Allegations concerning councillors, staff, volunteers or contractors will be recorded and referred to the appropriate safeguarding, regulatory, or law enforcement agency where required. The Council will cooperate with any resulting enquiries or investigations within its remit.

7.4. Contact Details

Town Clerk

Email: clerks@sandowntowncouncil.gov.uk

Tel: 01983 300329

External Contact Details

Isle of Wight Children's Services: 01983 823435

Police: 999 emergency / 101 non-emergency

NSPCC Helpline: 0808 800 5000 / help@nspcc.org.uk

Isle of Wight Adult Social Care: 01983 823 900/ safeguardingconcerns@iow.gov.uk

8. DATA PROTECTION AND CONFIDENTIALITY

8.1. Safeguarding records will be stored securely and shared only with those who need to know, in line with data protection legislation.

8.2. Where CCTV is in operation, signage will be displayed and footage managed in accordance with UK GDPR and relevant Council CCTV policies.

9. REVIEW

9.1. This policy will be reviewed annually or following any safeguarding incident, legislative change, operational change, or best practice update.