

# *Wirksworth Town Council*



## Children, Young People and Adults Safeguarding Policy and Procedures

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Minute No: C25/67

This policy will be reviewed annually  
at the Annual Town Council Meeting

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## 1.0 Policy Statement

Everyone has the right to live in safety, free from abuse and neglect.

Wirksworth Town Council recognises its responsibility to safeguard children, young people, and adults with care and support needs when they come into contact with the council or services it provides.

### 1.1 Who is this policy for?

This policy applies to all members of staff and town councillors as well as any volunteers or anyone working on behalf of, delivering a service for, or representing the town council.

### 1.2 What does this policy cover?

***It is not your responsibility to investigate concerns or decide if abuse has taken place. But it is your duty to report any concerns to an appropriate professional.***

This policy tells you

- What safeguarding means and how to spot the signs
- How to respond if you suspect or are told about abuse or risk to a person
- Managing allegations against staff members, councillors, volunteers or contractors
- Safer recruitment and supervision of staff
- Support for staff
- Good practice guidance

## 2.0 Definitions

- Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and reduce the risk of abuse and neglect
- A child or young person is anyone who has not yet reached their 18<sup>th</sup> birthday
- The term parent is used as a generic term to represent parents, carers and guardians
- The terms staff, councillors and volunteers is used to refer to employees, parish and town councillors, volunteers, contractors and anyone working on behalf of, delivering a service for, or representing the council, including commissioned services
- An adult in need of safeguarding is someone who is:
  - Aged 18 years or over **and**
  - Has needs for care and support, for example due to age, illness or disability **and**
  - Is unable to protect themselves from abuse or neglect as a result of those needs
- Abuse is a violation of an individual's human rights by others which may result in significant harm. It can be a single act or repeated acts. It can also be an act of neglect or failure to act.

## 2.1 Types of Abuse

There are a number of broad types of abuse affecting children, young people and adults.

These include (but are not limited to):

- Physical abuse
- Emotional and Psychological abuse
- Neglect
- Sexual Abuse
- Financial or material abuse
- Exploitation/ Modern Slavery
- Discriminatory Abuse
- Institutional/organisational abuse
- Self-Neglect
- Domestic Abuse

Up to date definitions and further information can be found on the [Derbyshire Safeguarding Children Partnership](#) and [Derbyshire Safeguarding Adults Board](#) websites.

## 2.2 Signs and Indicators of Abuse

There are many signs and indicators that abuse of children or adults may be taking place. Examples include:

- Unexplained injuries or bruises, wounds, lacerations, burns
- Unkempt or dirty appearance
- Depression, anxiety or aggression, low self-esteem
- Missed appointments
- Obsessive behaviours
- Substance abuse (alcohol or drugs)
- Self-harm and thoughts of suicide
- Unexplained financial problems, unpaid bills, misuse of money by others

For more detailed information please visit the Derbyshire Safeguarding Children Partnership and Safeguarding Adults Board website linked above.

Please also view the training video below for additional information around adults at risk.

- **Safeguarding Adults identifying and reporting abuse**

## 2.3 Concern for Welfare

The term **safeguarding** directly relates to a situation where abuse is taking place by a third party. Staff may, however, be concerned about the welfare of an adult where there is no abuse, e.g. if an adult is living in surroundings that are unsuitable or unsafe, or if there are concerns around substance misuse, self-neglect. self-harming or poor mental health.

In these cases, concerns should still be reported to the appropriate agency as a concern for welfare or self-neglect. Adults with concerns for their mental health should be directed to contact their GP and given the details for the [Derbyshire Mental Health Helpline and Support Service](#).

Anyone needing urgent mental health support can dial 111 and select the 'mental health' option to reach the NHS helpline in their area. This is available 24 hours a day, seven days a week.

It is important to note that [you should always call 999 if you believe someone's life is at risk](#) - for example they have seriously injured themselves or taken an overdose. You should also call 999 if you do not feel you can keep someone else safe.

**A mental health emergency should be taken as seriously as a physical one. You will not be wasting anyone's time.**

Where a person has capacity to make decisions but is putting themselves at significant risk through self-neglect then a Multiagency Adult Risk Management Meeting (MARM) will be considered. MARM is a framework to facilitate working effectively together in particular where there is non-engagement and where that risk may lead to 'significant harm or death. A video explaining Derbyshire MARM can be found [here](#).

### **3.0 Responding to Safeguarding Concerns**

***If you feel there is an immediate risk to a person's safety or wellbeing, always call the emergency services first!***

It is your duty to report any concerns you have about the safeguarding or welfare of a child, young person or adult.

You are not expected to investigate suspicions or concerns relating to abuse further than your role would require, other agencies are trained to do this.

If you have a concern, you may:

- Speak to your line manager
- Report your concerns to the relevant professionals

You **must** maintain confidentiality in line with Section 3.1.

### **3.1 Confidentiality and Information Sharing**

Every effort should be made to ensure that confidentiality is maintained for all concerned in the protection of children, young people and adults with care and support needs. Information should be handled and disseminated on a need-to-know basis only.

You should however be proactive in sharing information as early as possible with relevant professionals in order that any risks or concerns can be responded to without delay.

### 3.2 Allegations against a staff member or councillor

Any allegation against a member of staff should be addressed via the Town Council grievance procedures.

An allegation made against a councillor needs to be reported to the monitoring officer at the district council.

LADO (Local Authority Designated Officer): If you are concerned that someone in a position of trust has harmed a **child** or behaved in a way that indicates that they may be unsuitable to be in a position of trust, please contact the LADO to discuss your concerns promptly, before speaking to the person of concern:

- Starting Point Consultation and Advice Service for Professionals: 01629 535353.  
The service operates Monday to Friday from 10am – 4pm.
- LADO email for referrals and new enquiries: [professional.allegations@derbyshire.gov.uk](mailto:professional.allegations@derbyshire.gov.uk)

People in Position of Trust ([PiPOT](#)): Any allegation or concern regarding a member of staff, councillor or volunteer involving conduct towards an **adult** should be taken into consideration and the PiPOT process followed.

[Guidance](#) on managing allegations against People in Positions of Trust can be found on the Derbyshire Safeguarding Adults Board website: [www.derbyshiresab.org.uk](http://www.derbyshiresab.org.uk)

### 3.3 Recruitment of Staff

It is important that everyone responsible for, or involved in, staff recruitment and selection operate within an agreed and structured recruitment process. Councils are encouraged to make use of this throughout their recruitment process and to ask for advice from the DALC office when required.

Matters relating to staff issues should be dealt with confidentially by the FB&P Committee.

### 3.4 Support for Staff

If an allegation is made towards another member of staff, full support will be given in line with the Good Employer Guide issued by the [National Association of Local Councils](#) (NALC), this also covers whistleblowing.

*Further information is available from DALC or NALC including:*

- *Legal Topic Note 86*
- *Being a Good Employer*
- *Civility and Respect Recruitment Manual*
- *Civility and Respect Model Councillor-Officer Protocol*

If the town council needs to access occupational health or support services for staff then they can contact DALC.

### 4.0 Key Contacts

#### Derbyshire Police

Tel: 999 or 112 if there is an immediate risk of harm

Tel: 101 if you think a crime has been committed but there is no immediate danger

**Derbyshire County Council Children's Social Care Services** (24 hour phone line)

If you are concerned about abuse or neglect of a child  
Tel: 01629 533190.

**Derbyshire County Council Adult Social Care Services** (urgent concerns)

If you are concerned about abuse or neglect of an adult with care and support needs, or you are concerned for their welfare Tel: 01629 533190

(non-urgent) Online referral at Starting Point contact and referral service (Derbyshire County Council website). Information submitted online will be sent on to Starting Point.

**Derbyshire Safeguarding Adults Board** For information and support

[www.derbyshiresab.org.uk/home.aspx](http://www.derbyshiresab.org.uk/home.aspx)

**Derbyshire County Council Local Authority Dedicated Officer** (also known as the LADO)

If you are concerned someone in a position of trust may have acted inappropriately or harmed a child, or is unsuitable to work with children

Tel: 01629 535353.

Email: [professional.allegations@derbyshire.gov.uk](mailto:professional.allegations@derbyshire.gov.uk)

**People in Position of Trust (PiPoT)**

Guidance on managing allegations against People in Positions of Trust (PiPoT) who may have acted inappropriately towards or harmed an adult/

**First Contact Signposting Scheme** -Information, advice and support in Derbyshire on a range of issues such as money, living independently, safety, work and housing

Tel: 01629 533190 / Email: [asch.first.contact@derbyshire.gov.uk](mailto:asch.first.contact@derbyshire.gov.uk) / Online Submission Form

**Derbyshire Domestic Abuse Helpline** [www.derbyshiredomesticabusehelpline.co.uk](http://www.derbyshiredomesticabusehelpline.co.uk)

Tel: 0800 0198 668

**National Domestic Abuse Helpline/Refuge**

Tel: 0808 2000 247 (24 hours)

**Derbyshire Mental Health Helpline and Support Service**

[www.derbyshirehealthcareft.nhs.uk/services/helpline-and-support-service](http://www.derbyshirehealthcareft.nhs.uk/services/helpline-and-support-service)

For urgent mental health support. Call 111 and select the 'mental health' option 24 hours a day

**Samaritans**

Tel: 116 123

**NSPCC Childline**

(U18s) Tel: 0800 1111 (for adults concerned about a child) Tel: 0808 800 5000

[help@nspcc.org.uk](mailto:help@nspcc.org.uk) Hearing impaired 18001 0808 800 5000

Information leaflet: [www.derbyshiresab.org.uk/site-elements/documents/pdf/identifying-and-reporting-abuse-and-neglect-a-guide-to-safeguarding-adults.pdf](http://www.derbyshiresab.org.uk/site-elements/documents/pdf/identifying-and-reporting-abuse-and-neglect-a-guide-to-safeguarding-adults.pdf)