



## Kirton in Lindsey Town Council

### Policy 13: Child Protection Policy

Reviewed and Adopted February 2023 (v.20231) *Next Review Oct 2023*  
*[GP2302/05]*

## **POLICY STATEMENT ON SAFEGUARDING CHILDREN**

Kirton in Lindsey Town Council recognises that all children have a right to protection from abuse. Kirton in Lindsey Town Council takes seriously its responsibility to protect and safeguard the welfare of children and young people. We will:

- Respond swiftly and appropriately to all suspicions or allegations of abuse and provide parents and children with the opportunity to voice their concerns
- Have a system for dealing with concerns about possible abuse
- Maintain good links with statutory child care authorities.

## **THE POLICY**

Kirton in Lindsey Town Council recognises that many children and young people today are the victims of physical, emotional, sexual abuse and/or neglect. Accordingly, Kirton in Lindsey Town Council has adopted the following policy guidelines. The policy sets out agreed guidelines relating to responding to allegations of abuse/neglect, including those made against members, officers and volunteers. Kirton in Lindsey Town Council recognises the need to build constructive links with the local child care agencies. These guidelines have been prepared in accordance with the North Lincolnshire Children's MARS Policies and Procedures. They will be kept under review and be supported by appropriate training.

The policy applies to all members, officers and volunteers who act on behalf of Kirton in Lindsey Town Council and who come directly into contact with children. Every individual has a responsibility to inform the designated person in respect of child protection or their deputy of concerns relating to safeguarding children. The designated person must decide if the concerns should be communicated to North Lincolnshire Children's Services or the police, however all members, officers and volunteers can contact North Lincolnshire Children's Services directly if necessary.

## **DEFINITIONS OF ABUSE [TAKEN FROM HM GOVERNMENT 'WORKING TOGETHER 2018']**

A concern should be raised if any of the following circumstances have or are happening to a child:

Physical abuse  
Emotional abuse  
Sexual abuse (including Child Sexual Exploitation)  
Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting; by those known to them, or more rarely by a stranger.

## **PHYSICAL ABUSE**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## **EMOTIONAL ABUSE**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **SEXUAL ABUSE**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **CHILD SEXUAL EXPLOITATION**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victims need or want, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

## NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## WHAT YOU SHOULD DO IF YOU SUSPECT ABUSE

1. You must report concerns as soon as possible to Neil Taylor-Matson, Town Clerk (designated child protection person) phone number 01652 648978 or 07518 284173 who is nominated by Kirton in Lindsey Town Council to act on their behalf in referring allegations of suspicions of neglect or abuse to the statutory authorities. In the absence of the designated person, the matter should be brought to the attention of the deputy designated person Cllr Joy Kofoed, the Mayor of the Town Council via 01652 648978. If it is an emergency, and the designated persons cannot be contacted, then North Lincolnshire Children's Services or the police should be contacted at the numbers given below.
2. If the suspicions relate to the designated person, then the deputy or North Lincolnshire Children's Services or the police should be contacted.
3. Suspicions should not be discussed with anyone, other than those named above.
4. It is the right of any individual to make direct referrals to the child protection agencies. We would hope that an individual would use this procedure. However, if you feel that the organisation has not responded appropriately to your concerns, it is open to you to contact the child protection agencies direct.

## RECORDING OF CONCERNS

1. Make a note immediately of what the child has said, writing down exactly what the child has said using their own words, write down what you said in reply, when they said it and what was happening immediately beforehand. Alternatively, write down what you have observed, details of any witnesses, location and your specific concern if you believe that a child has been abused or neglected. Record dates and times of the events and when the record was made. Keep all notes secure.
2. Report your discussion as soon as possible to the designated person.
3. Allegations against staff or volunteers will be investigated following local procedures. Where there are concerns that a child has been put in danger of abuse, or has suffered abuse owing to the actions of a

member of staff or volunteer the Local Authority Designated Officer or the police will be contacted. Details of any allegation which has not resulted in a referral will be kept securely as detailed below. For further information see the Children's MARS Managing Allegations procedures.

4. Refer to Kirton in Lindsey Town Council Policies and Procedures – Code of Conduct, Member Development Policy, Grievance Policy, Disciplinary Policy, Health & Safety Policy, Equality and Diversity Policy and Complaints Policy, available from the Town Council office or the website.

## **MAINTENANCE OF RECORDS**

The retention, storage and destruction of records where they relate to child welfare concerns or concerns about possible risk posed by members, officers or volunteers will be in line with the policy of Kirton in Lindsey Town Council on the retention of information. If a concern was raised with North Lincolnshire Council or the Police about a child's welfare by Kirton in Lindsey Town Council then the record of that needs to be stored until the child reaches 25 years of age. If it is a concern that was never raised then it is to be stored for 6 years after the child has ceased their association with the organisation. If it is about concerns around the behaviour around a member of staff or volunteer then it should be kept within the personnel file until they are 67 years of age (current retirement age) or for 10 years, whichever is longer.

Hard copy records will be stored in a locked cabinet only accessible by the Clerk. Digital records will be stored on electronic systems only accessible by the Clerk. Records which have reached the time of disposal will be shredded by the Clerk if in hard copy and deleted from electronic systems by the Clerk where stored digitally meeting the requirements of the General Data Protection Regulations.

## **HOW WE ENSURE SAFE STAFF/ VOLUNTEERS**

- We will identify that there is a position for work and a job description will be produced.
- We will advertise the position.
- We will follow Safer Recruitment principles and procedures.
- We will take up references and ensure that we speak to the referees to confirm details.
- We will undertake relevant Checks with the Disclosure and Barring Service and follow up any information pertaining to the person and their check. [www.homeoffice.gov.uk/DBS](http://www.homeoffice.gov.uk/DBS)
- We will undertake an induction, supply supervision and relevant training.
- We will ensure understanding of all the organisations policies and procedures [not only the safeguarding policy]; to support good, safe practice.

## **E-SAFEGUARDING AND ACCEPTABLE USE POLICY FOR ELECTRONIC EQUIPMENT**

Digital equipment owned by Kirton in Lindsey Town Council, including desktop computer, laptop, mobile phone and other devices which connect to the World Wide Web are only used for the purposes of carrying out the duties and responsibilities of Town Council work. Employees and volunteers are made aware that random checks authorised by the Council can be carried out by any member of the Town Council to ensure compliance. Access to all digital equipment is by personal username and password which is not to be shared, except in a time of emergency when access to a sealed envelope will be authorised by emergency contingency measures.

Information from digital systems is stand alone, backed up on external hard drive and stored in a secure fire proof safe.

Any photographs taken at events or to publicise the work of Kirton in Lindsey is done so only with explicit written permission from parents or guardians and information is provided on how the images will be used, published or stored. Where possible general photographs of events or places are taken in a manner not to identify individuals unless it is a requirement for which explicit written permission (including usage and storage) is obtained.

Kirton in Lindsey Town Council provides no access to sources of public wi-fi provision.

## **WHISTLE BLOWING PROCEDURES**

Any person with concerns or wanting to raise any issues about Kirton in Lindsey Town Council and safeguarding where it refers to any member or officer of Kirton in Lindsey Town Council or about the practices of the Council can contact the following services in confidence. These organisations work independently of Kirton in Lindsey Town Council and can assure you of commitment to investigation any issue which you raise believing it to be true, and that they will treat you fairly and keep the matter confidential.

Children's safeguarding concerns – North Lincolnshire Children's Services, Church Square House, Church Square, Scunthorpe, DN15 6XQ, Telephone 01724 296500 or 01724 296555 (extended hours) or the Police on 101 (non-emergency) or 999 (emergencies only)

General practice or other complaints about Kirton in Lindsey Town Council or its members and officers – North Lincolnshire Council Legal and Democratic Services, Church Square House, Church Square, Scunthorpe, DN15 6XQ, Telephone 01724 296230

## **CONTACT DETAILS:**

Kirton in Lindsey Town Council, Town Council Office, Town Hall, High Street, Kirton in Lindsey, North Lincolnshire, DN21 4LZ. Tel: 01652 648978 or 07518 284173  
email: [enquiries@kirtoninlindseytowncouncil.gov.uk](mailto:enquiries@kirtoninlindseytowncouncil.gov.uk)

## **DESIGNATED /SENIOR CHILD PROTECTION PERSON IN YOUR ORGANISATION**

Town Clerk - Neil Taylor-Matson - Tel: 01652 648978 or 07518 284173

## **DEPUTY DESIGNATED PERSON FOR YOUR ORGANISATION**

Mayor of Kirton in Lindsey – Cllr Joy Kofoed – via Tel: 01652 648978

## **ANY NATIONAL OR SUPPORT BODY FOR YOUR ORGANISATION**

Tom Clay:

East Riding North Lincolnshire Local Councils Association: 01652 661617

## **NORTH LINCOLNSHIRE COUNCIL**

CHILDREN SERVICES, CHURCH SQUARE HOUSE, CHURCH SQUARE,  
SCUNTHORPE DN15 6XQ 01724 296500 OR 01724 296555 [EXTENDED  
HOURS]

## **EMERGENCY SERVICES 999 OR 101**

## **LOCAL AUTHORITY DESIGNATED OFFICER, INDEPENDENT REVIEWING SERVICE 01724 298293**

**Signed:..... Kirton in Lindsey Town Mayor**

**Date:**

**Signed:.....Kirton in Lindsey Town Clerk**

**Date:**

## Appendix 1

### Safeguarding Principles:

- We will work in the best interests of children and young people.
- Children and young people will be listened to and we will hear what they have to say.
- We will support children and families at the earliest opportunity appropriate with meeting their needs.
- We will respect the individuality of each child, young person and their family.
- We will assess children, young people and families' needs using the agreed assessment processes, and we will undertake these assessments in partnership with children and their families.
- Professionals will collaborate with each other and work in partnership with children, young people and their families to deliver support.
- We will work to improve outcomes for children and young people.
- We will record and share information appropriately with children and families so that they receive consistent responses from professionals from all agencies.
- We will be open to learning and be willing to develop responding to best evidence and best practice.
- We will work in an open and honest manner with children, young people and their families and each other.