

Policy Title:	Working Party Terms of Reference
Approved by:	Finance, Policies and General Purposes
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Policy Owner: Cam Council
 Policy Lead: Designated Safeguarding Lead
 Approved by: Full Council
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1. Policy Statement

Cam Council is committed to creating safe, welcoming and inclusive spaces for everyone who uses its facilities, attends its events, participates in community activities or works with the Council.

The Council recognises its responsibility to safeguard children, young people and adults who may be at risk of harm, abuse, neglect or exploitation.

Cam Council takes a proportionate and risk-based approach to safeguarding, recognising the nature of its role as a local council and community venue provider.

Cam Council provides community facilities, supports and organises community events and activities, and makes its spaces available for use by community groups, organisations and individuals.

Cam Council does not provide one-to-one care, personal care, regulated care services or ongoing individual support to children or adults. Where such services are provided by another organisation using a Council facility, responsibility for safeguarding and the appropriate management of that service remains with the organisation delivering the activity.

This policy sets out the safeguarding arrangements that apply to Cam Council's own activities, staff, volunteers, contractors, hirers and users of Council facilities.

2. Purpose

The purpose of this policy is to:

- promote a safe environment across Cam Council's facilities and activities;
- ensure safeguarding is considered when planning and delivering Council events and activities;
- provide clear arrangements for identifying and responding to safeguarding concerns;
- ensure Council staff and relevant volunteers receive appropriate safeguarding training;
- ensure safeguarding considerations form part of the room and facility hire process;
- clarify the responsibilities of organisations hiring Council facilities;
- provide clear reporting and escalation routes;
- ensure concerns are dealt with appropriately, promptly and sensitively;
- promote a culture where safeguarding concerns can be raised without fear of criticism or reprisal.

3. Scope

This policy applies to:

- Cam Council Councillors;
- Council employees;
- temporary staff and casual workers;
- Council volunteers;
- contractors working on behalf of the Council;
- organisations and individuals hiring Council facilities;





- Council-led community events and activities;
- community groups using Council facilities, where relevant to their activities;
- children, young people and adults who use Council facilities or attend Council activities.

The policy covers safeguarding of both: Children and Young People (anyone under the age of 18); Adults (adults who may be at risk of abuse, neglect, exploitation or other harm, including adults who may require additional support or protection).

4. Cam Council's Role

Cam Council's safeguarding responsibilities should be considered in the context of the services it provides.

The Council:

- provides and manages community facilities;
- organises and supports community events and activities;
- facilitates community participation;
- hires rooms and venues to external organisations;
- works with community organisations and partners;
- employs staff and contractors;
- may work with children, young people and adults as part of community activities.

Cam Council does not act as a care provider.

The Council does not routinely provide:

- one-to-one care;
- personal care;
- medical care;
- regulated childcare;
- individual case management;
- therapeutic or clinical services;
- ongoing support for vulnerable individuals.

Where another organisation provides these services within a Council facility, that organisation is responsible for ensuring it has appropriate safeguarding policies, procedures, staffing, training, insurance, DBS checks and other safeguards relevant to its service.

Cam Council may, however, have a responsibility to act where a concern is observed, disclosed or reported to a Council representative.

5. Designated Safeguarding Lead

Cam Council will appoint a Designated Safeguarding Lead (DSL).

Designated Safeguarding Lead:

Contact:

The DSL will:

- provide a point of contact for safeguarding concerns;
- advise staff and Councillors where appropriate;
- maintain safeguarding records;
- ensure concerns are appropriately escalated;
- ensure relevant safeguarding training is maintained;
- review safeguarding arrangements;
- support the Council in ensuring its activities and facilities are appropriately managed;
- liaise with relevant external agencies where required.

A deputy or alternative contact should be identified where appropriate to ensure concerns can still be reported when the DSL is unavailable.

Deputy DSL:

Contact:

6. Safeguarding Principles

Cam Council will:

- Put the safety and wellbeing of children, young people and adults at risk at the centre of its safeguarding arrangements.
- Take all safeguarding concerns seriously.
- Act promptly and proportionately when concerns arise.
- Maintain appropriate confidentiality and share information only where there is a legitimate reason to do so.
- Never promise a person that information disclosed to the Council will remain completely confidential.
- Respect the dignity, wishes and views of individuals wherever possible.
- Avoid unnecessary intervention or investigation where this could increase risk.



- Recognise that safeguarding is everyone's responsibility.
- Ensure that Council staff understand the limits of their role.
- Work with relevant statutory and professional organisations when necessary.

7. Safeguarding Training

Cam Council will ensure that staff and relevant Councillors receive safeguarding training appropriate to their role.

Core training

Staff whose roles involve contact with the public, community activities, venue management or event delivery should receive appropriate safeguarding awareness training.

Training should cover:

- recognising signs of abuse, neglect and exploitation;
- safeguarding children and young people;
- safeguarding adults at risk;
- responding to a disclosure;
- reporting and escalation procedures;
- professional boundaries;
- confidentiality and information sharing;
- safeguarding considerations at events;
- safeguarding considerations when hiring Council facilities;
- recognising concerns relating to inappropriate behaviour;
- understanding the Council's role and its limitations.

The Council will maintain a record of safeguarding training undertaken by relevant staff.

Additional or specialist training may be provided where an individual's role or a particular Council activity requires it.

8. Safeguarding and Council Events

Safeguarding will be considered when planning and delivering Council-led events and activities.

The level of safeguarding planning will be proportionate to the nature, size and potential risks of the event.

Considerations may include:

- the likely age range of attendees;
- whether children or adults at risk are expected to attend;
- staffing and volunteer arrangements;
- appropriate supervision;
- safe arrival and departure arrangements;
- first aid and emergency arrangements;
- lost children procedures;
- toilet and changing facilities;
- accessibility requirements;
- lighting and site safety;
- crowd management;
- contractor and supplier arrangements;
- photography and filming;
- activities involving children or adults at risk;
- whether external organisations are delivering activities;
- arrangements for reporting concerns.

Where activities are delivered by an external organisation, the organisation may be required to demonstrate that it has appropriate safeguarding arrangements in place.

9. Room and Facility Hire

Safeguarding will form part of Cam Council's consideration when hiring Council facilities to external organisations.

The Council may request information from hirers regarding:

- the nature of the activity;
- who will attend;
- whether children or adults at risk will participate;
- whether the activity involves one-to-one support;
- safeguarding arrangements;
- relevant safeguarding policies;
- DBS checks where appropriate;



- staff or volunteer training;
- insurance;
- relevant professional or regulatory requirements.

The level of information requested will be proportionate to the activity.

Hirer Responsibilities:

Organisations hiring Council facilities are responsible for safeguarding people participating in their activities.

Hirers must:

- comply with relevant legislation and safeguarding requirements;
- have appropriate safeguarding arrangements for their activities;
- ensure staff and volunteers are appropriately trained;
- undertake DBS checks where legally required and appropriate;
- maintain appropriate insurance;
- provide suitable supervision;
- have clear procedures for responding to safeguarding concerns;
- identify a person responsible for safeguarding within their organisation where appropriate;
- report safeguarding concerns relating to the use of Council facilities to Cam Council where relevant.

Cam Council reserves the right to request further information or refuse, suspend or review a booking where there are significant safeguarding concerns.

10. One-to-One Care and Support

Cam Council's facilities may be used by organisations that provide support services. However, Cam Council itself does not provide one-to-one care or personal support.

Where a hirer's activity involves:

- one-to-one care;
- personal care;
- regulated childcare;
- medical or clinical support;
- therapeutic intervention;
- specialist support for vulnerable individuals;

the hirer must ensure that it has the appropriate professional arrangements, policies, safeguarding procedures, staffing, qualifications, DBS checks, insurance and regulatory approvals required for that service.

The Council does not assume responsibility for the delivery of these services simply because they take place within a Council-owned or managed facility.

This distinction will be made clear within relevant room-hire agreements and booking information.

11. Responding to a Safeguarding Concern

A safeguarding concern may arise because:

- someone discloses abuse or neglect;
- a member of staff observes concerning behaviour;
- a person appears to be at immediate risk;
- a concern is raised by another individual;
- information is received from another organisation;
- concerning behaviour is observed during an event or within a Council facility.

Anyone receiving a disclosure or identifying a concern should:

- Listen
- Remain calm and listen carefully.
- Reassure
- Take the concern seriously and reassure the person that they have done the right thing by speaking up.
- Do not investigate
- Do not question the person extensively, investigate the allegation or attempt to establish whether the allegation is true.
- Do not promise confidentiality
- Explain that information may need to be shared with appropriate people to help keep them safe.
- Record



- Make a factual record as soon as possible, including:
 - date and time;
 - what was observed or disclosed;
 - the person's own words where possible;
 - who was present;
 - actions taken.
 - Report
- Report the concern to the DSL as soon as possible.

12. Immediate Risk

If a child, young person or adult is believed to be in immediate danger, safeguarding concerns should not wait for the DSL.

The appropriate emergency service should be contacted by calling 999.

Where there is a concern that a child or adult may be at risk but there is no immediate emergency, the concern should be reported through the appropriate safeguarding route.

The DSL will determine, where appropriate, whether a referral to the relevant local authority safeguarding service, police or another statutory organisation is required.

13. Allegations Against Staff, Councillors, Volunteers or Contractors

Any allegation or concern regarding the behaviour of a Cam Council employee, Councillor, volunteer or contractor towards a child or adult at risk must be taken seriously.

The person receiving the concern should report it immediately to the DSL.

The individual concerned should not undertake their own investigation.

Where the concern relates to the DSL, the matter should be reported to the Chair of Cam Council / nominated senior officer.

Where appropriate, the Council will seek advice from the relevant statutory safeguarding authority or other appropriate professional body.

14. Safeguarding and Contractors

Where contractors are engaged by Cam Council, safeguarding considerations will be proportionate to the nature of the work.

Where contractors may have regular or unsupervised contact with children or adults at risk, the Council will consider whether additional safeguards, checks or contractual requirements are necessary.

Contractors must report any safeguarding concerns arising during their work to the Council's designated contact.

15. Photography, Filming and Personal Information

Cam Council recognises that community events may involve photography, filming and social media.

The Council will consider:

- appropriate notification to attendees;
- consent requirements where appropriate;
- additional considerations for children;
- requests from individuals not to be photographed;
- secure handling of personal information;
- appropriate use of photographs and videos.

Photography or filming should not compromise the safety, dignity or privacy of individuals.

16. Safer Recruitment and DBS Checks

Where Cam Council recruits employees or engages volunteers, it will consider safeguarding as part of the recruitment process where relevant to the role.

This may include:

- appropriate references;
- employment history;
- identification checks;
- right-to-work checks where applicable;
- DBS checks where legally permitted or required;
- consideration of safeguarding responsibilities within job descriptions.



DBS checks will be undertaken where the role meets the relevant legal requirements. A DBS check will not automatically be required simply because an individual works for or with the Council.

17. Confidentiality and Information Sharing

Safeguarding information will be treated sensitively and shared appropriately.

Cam Council recognises that safeguarding concerns may require information to be shared with statutory agencies or other relevant organisations.

Information will be shared on a need-to-know basis and in accordance with applicable data protection and safeguarding requirements.

The safety of the individual will be the primary consideration where there is a conflict between confidentiality and safeguarding.

18. Safeguarding in Community Partnerships

Where Cam Council works with community groups, charities, schools, clubs or other organisations, safeguarding considerations will be incorporated into the relationship where appropriate.

Depending on the nature of the partnership, the Council may request:

- safeguarding policies;
- named safeguarding contacts;
- evidence of appropriate training;
- DBS arrangements;
- risk assessments;
- insurance;
- relevant licences or registrations;
- confirmation of compliance with applicable legislation.

The requirements will be proportionate to the nature of the activity.

19. Risk Assessments

Safeguarding should be considered within relevant Council risk assessments.

Risk assessments may consider:

- who could be at risk;
- potential safeguarding hazards;
- supervision;
- staffing levels;
- physical environment;
- access and egress;
- interaction between participants;
- lone working;
- activities involving children or adults at risk;
- external providers;
- emergency arrangements;
- reporting procedures.

Where safeguarding risks are identified, reasonable and proportionate measures should be implemented to reduce those risks.

20. Policy, Guidance and Legislation

Cam Council will have regard to relevant legislation, statutory guidance and best practice, including where applicable:

- Children Act 1989;
- Children Act 2004;
- Care Act 2014;
- Safeguarding Vulnerable Groups Act 2006;
- Protection of Freedoms Act 2012;
- Equality Act 2010;
- Data Protection Act 2018;
- UK General Data Protection Regulation;
- Working Together to Safeguard Children;
- relevant local safeguarding partnership procedures and guidance.

The Council will review this policy when significant legislative or statutory guidance changes occur.





21. Roles and Responsibilities

Full Council

Full Council is responsible for:

- approving the Safeguarding Policy;
- ensuring appropriate governance arrangements are in place;
- providing appropriate resources and support;
- ensuring safeguarding is considered within Council activities.
- Designated Safeguarding Lead

The DSL is responsible for:

- acting as the main safeguarding point of contact;
- advising staff and Councillors;
- maintaining appropriate records;
- coordinating responses to concerns;
- liaising with external agencies where necessary;
- monitoring training requirements;
- reviewing safeguarding arrangements.
- Council Staff

All staff are responsible for:

- familiarising themselves with this policy;
- completing required training;
- maintaining professional boundaries;
- reporting safeguarding concerns promptly;
- following Council procedures.
- Councillors

Councillors should:

- understand their safeguarding responsibilities;
- report concerns promptly;
- maintain appropriate boundaries;
- avoid investigating safeguarding allegations themselves.

Hirers and Community Organisations

Hirers and external organisations are responsible for safeguarding participants within their own activities and must comply with the requirements of their own sector and applicable legislation.

22. Review and Monitoring

This policy will be reviewed at least annually, or sooner where:

- legislation changes;
- statutory guidance changes;
- there is a significant safeguarding incident;
- Council activities change significantly;
- new services or facilities are introduced;
- learning from an incident identifies a need for change.

The Council will review safeguarding arrangements periodically to ensure they remain appropriate and proportionate to its activities.

23. Safeguarding Contact Details

Designated Safeguarding Lead:

[Name]

[Job Title]

[Email]

[Telephone]

Deputy Safeguarding Lead:

[Name]

[Job Title]

[Email]

[Telephone]

Emergency: 999

Police non-emergency: 101

Local Authority Children's Safeguarding:

GSCP@gloucestershire.gov.uk

Local Authority Adult Safeguarding:

Socialcare.enq@gloucestershire.gov.uk / 01452 426868

