



## **SAFEGUARDING POLICY AND PROCEDURE**

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## **Information**

Ramsey Town Commissioners (RTC) is committed to promoting the safeguarding of children and adults at risk, protecting them from risks of harm, as required by the Isle of Man Children and Young Persons Act 2001, section 17 of the Safeguarding Act 2018 and the Inter Agency Safeguarding Adults Policy and Procedures 2018-2020.

Our approach to safeguarding and child protection has been developed in line Isle of Man Safeguarding Board Multi-Agency Safeguarding procedures, and considering other relevant legislation, guidance and best practice.

Other relevant legislation and guidance:

Children and Young Persons Act, 1966.

Children and Young Persons Act, 2001.

Care Act 2014 (UK legislation but informs adult safeguarding practice on the island)

Regulation of Care Act, 2013.

Domestic Abuse Act, 2020.

Isle of Man Safeguarding Together 2019: Guidance for collective working to safeguard children and adults at risks in the Isle of Man

Isle of Man Safeguarding Board; Information sharing guidance for professionals working with children and adults at risk of abuse or neglect.

Self-Neglect procedural guidance, 2023.

Data Protection Act, 2018.

## **Policy Statement**

RTC have a general 'duty of care' to those who come into contact with RTC's service. It means RTC must not do something, or fail to do something, that could cause harm to others. RTC must take all reasonable steps to prevent harm to people who come into contact with RTC's organisation.

RTC will ensure that people accessing RTC's services, recognise that staff, volunteers and members understand the importance of safeguarding children and adults at risk. This includes how to recognise signs of harm and abuse, how to respond to any concerns and how to report them. Robust safeguarding procedures make it more likely that harm and abuse is detected and further incidents prevented.

RTC will have internal procedures to make sure:

1. All staff and volunteers are fit to work with children and adults at risk and RTC's practices as safe as they can be.
2. All staff and volunteers know what to do when they are concerned that harm or abuse had occurred or is likely to occur.

RTC embraces the key six principles of Safeguarding:

**Empowerment:** People being supported and encouraged to make their own decisions and informed consent.

**Prevention:** It is better to take action before harm occurs.

**Proportionality:** The least intrusive response appropriate to the risk presented.

**Protection:** Support and representation for those in greatest need.

**Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

**Accountability:** Accountability and transparency in safeguarding practice.

RTC recognises that:

- the welfare of children and adults at risk is paramount in all the work RTC do and in all the decisions RTC take working in partnership with everyone is essential in promoting the welfare of children and adults at risk.
- all children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.

-extra safeguards may be needed to keep children and adults who are additionally vulnerable safe from abuse.

## **Scope**

This policy applies to all staff, members of the Board and contractors working on behalf of RTC in any capacity and in any setting.

Everyone should be made aware of RTC's commitment to safeguarding and be provided with a copy of this policy, if requested.

In the case of third parties such as contractors, the Commission should satisfy themselves that the internal procedures employed by that contractor are in line with RTC policies.

## **Roles and responsibilities**

RTC recognises that it is the responsibility of statutory professionals to determine whether an individual has suffered harm or abuse however, it is everyone's responsibility to report concerns. All staff and volunteers will be trained at the appropriate level for their role. Staff will receive training via a suitable provider, and all volunteers will receive training from the organisation as part of their induction. Some roles may require higher level training. Where deemed appropriate, staff will be subject to Disclosure and Barring Service (DBS) screening.

## **Town Clerk's Office**

### **Role**

To comply with their legal duties, the Town Clerk's Office must react responsibly to reports of safeguarding risks and incidents of abuse and take steps to make sure all staff know how to deal with these. There also must be a Board member with specific responsibility for safeguarding.

## Responsibilities

1. To gain assurance that staff and volunteers have appropriate support and supervision when dealing with safeguarding matters.
2. To gain assurance through audit and monitor compliance, that all staff, volunteers and Board Members have received appropriate training and refresher training.
3. To gain assurance that appropriate audit and monitoring is undertaken and reported to the Board.
4. To appoint a Board member with specific responsibility for safeguarding, who in conjunction with the DSL and Town Clerk determine which roles including volunteers, require Disclosure and Barring Service (DBS) checks.

## **Designated Safeguarding Lead (DSL).**

### Role

Designated Safeguarding Leads have overall strategic responsibility for embedding effective safeguarding practices across their organisation and providing a source of additional expertise and support for colleagues.

### Responsibilities

The Designated Safeguarding Lead (DSL) will:

1. Act as the named lead person to promote safeguarding awareness and practice within the organisation.
2. Monitor and audit safeguarding training requirements for RTC.
3. Ensure regular reporting to the Town Clerk and Board on any safeguarding issues.
4. Keep abreast of Isle of Man and UK agendas and policy changes in relation to safeguarding adults at risk and children and cascade this appropriately within RTC.

5. Lead on the development and review of safeguarding policies and practices within RTC.
6. Provide additional expertise and guidance upon request from other staff; particularly in relation to complex cases
7. Assist and advise RTC to develop and embed safeguarding training throughout RTC.
8. Attend relevant training necessary to carry out role effectively
9. Audit adherence to safeguarding processes for quality assurance.
10. Ensure safeguarding concerns are documented on the safeguarding register, including decisions made and by whom.
11. Be responsible for making any referral to the Multi-Agency Safeguarding Hub in the case of a child or the Adult Safeguarding Team in the case of an adult, if necessary on the relevant referral form, currently a “Multi-Agency Assessment and Referral Form” (MAARF) for a child and “Raising a Concern” for an adult.

CHILD:

[https://www.safeguardingboard.im/media/tatpvlvj/marf\\_v3.pdf](https://www.safeguardingboard.im/media/tatpvlvj/marf_v3.pdf)

ADULT:

<https://www.gov.im/media/1350652/manx-care-adult-safeguarding-referral-form-220621pdf.pdf>

12. Ensure staff and volunteers are supported and guided when safeguarding issues are identified and reported.
13. Develop and maintain relationships with the Isle of Man Safeguarding Board.

*Additionally, in conjunction with the Town Clerk;*

1. Ensure that all staff and volunteers have the appropriate level of safeguarding training.
2. Ensure that any local or national updates or policy/legislative changes are communicated across the organisation and policies and procedures reviewed and updated as necessary.
3. Ensure that part of their annual report includes any safeguarding issues.
4. Review the safeguarding policy every year as a minimum or when new policy, or legislative or best practice guidance is introduced and implemented. Any amendments will be driven by changes in law via The Isle of Man Safeguarding Board.
5. Ensure that members, their relatives or informal carers have access to information about how to report safeguarding concerns.
6. Ensure volunteers and employees access safeguarding training prior to supporting members and safeguarding training is regularly refreshed.
7. Ensure employees and volunteers have received a copy of this policy.
8. Ensure the contact details of the Multi Agency Safeguarding Hub (MASH – currently for children up to 18 years of age) and named RTC Designated Safeguarding Lead should be available to all staff, volunteers, staff and members. Ensure the key contacts list is updated regularly and available.
9. In conjunction with the Member with specific responsibility for safeguarding, determine which roles including volunteers, require Disclosure and Barring Service (DBS) checks.



## **Staff and Volunteer Responsibilities**

1. To attend safeguarding training commensurate with their role to develop the skills to recognise those who may be at risk and to know the appropriate action to take if they have concerns.
2. To respond appropriately and report all safeguarding concerns.
3. Ensure that disclosures of harm are dealt with appropriately.
4. Ensure safeguarding concerns or allegations of harm and abuse are always taken seriously.
5. Ensure sharing information across professional boundaries and with agencies that need to know is done safely and in line with GDPR remembering that safeguarding overrides any GDPR issue.
6. The Deputy Town Clerk, and Volunteer Co-ordinator will ensure that all recruitment and selection procedures for staff and volunteers are followed, including the completion of **any required** DBS checks prior to the commencement of any form of employment, paid or unpaid. Newly appointed staff or volunteers will not undertake direct member contact or interaction prior to the completion of a DBS check if their role requires one. In exceptional cases, staff or volunteers may undertake such a role without a DBS check but only under supervision and must not undertake any lone or one-to-one working.

### **Further Notes and Guidance**

Staff and Members are referred to the document; "Safeguarding, Associated Guidance" for supplementary reading.

## **Contact details**

Safeguarding Officer: .....

Responsible Board Member: .....

If RTC have any safeguarding concerns in relation to children please contact:

+44 01624 686179 during office hours or Police HQ on +44 1624 631212 out of office hours.

If RTC have any safeguarding concerns in relation to adults please contact:

Duty Social worker on +44 1624 685969 during office hours; Nobles Hospital +44 1624 650000 out of office hours.

## **Linked policies**

Whistleblowing policy

Social media policy

Recruitment policy.

Safeguarding Risk Assessment guidance

