# Fishguard & Goodwick Town Council

## SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS POLICY

All Councillors, staff and volunteers of Fishguard & Goodwick Town Council acknowledges the duty of care to safeguard children and vulnerable adults who are involved with our group, attend our events or take part in our projects.

They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

**Principles**

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism will not be permitted or tolerated.

No member of the Council, or other volunteers or staff will have unaccompanied access to children or vulnerable adults, when on Town Council business.

All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.

All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues, and will be encouraged to undertake training when it is available.

There will be a nominated and named Child Protection and Vulnerable Adult representative to whom any suspicions or concerns should be reported.

The Councillors and staff will endeavour to keep Fishguard & Goodwick Town Council services safe for children and vulnerable adults. The Council recognises that a higher standard of safety is required where Fishguard & Goodwick Town Council services are accessed by small children, those who cannot understand safety instructions and disabled adults.

These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

## Procedures

- All Councillors, volunteers and staff will be given information about Safeguarding training when available.
- An annual review of policies and or procedures. New council members, volunteers and staff must be given an induction to this policy and understand their responsibilities.
- A copy of the policy will be available to all Councillors, volunteers, staff and users of Fishguard & Goodwick Town Council services.
- Contractors, other organisations or volunteers engaged to carry out work on behalf of Fishguard & Goodwick Town Council must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.

## Reporting Incidents

The nominated Child Protection and Vulnerable Adult Representative will have responsibility for reporting concerns that arise, as a matter of urgency in accordance with the guidance published by Pembrokeshire County Council here: https://www.pembrokeshire.gov.uk/safeguarding-adults-and-children and which is reproduced in Appendix A

The nominated person should:

- know who to contact at the Pembrokeshire County Council.
- know who to contact in Social Services for advice and referrals
- know about helplines and other sources of help for children and young people and vulnerable adults.
- ensure that there is an environment in which staff have the opportunity to raise any child protection or vulnerable adult protection concerns.

## Further Support & Information

- Introduction to Safeguarding Awareness training available from PAVS Development Team development@pavs.org.uk
- Safe Network Standards www.safenet.org.uk
- WCVA Criminal Records Unit Safeguarding - WCVA
- PCC safeguarding guidance: https://www.pembrokeshire.gov.uk/safeguarding-adults-and-children

## Safeguarding policy continuous improvement

- The Town Clerk is the Child Protection and Vulnerable Adult representative.

Date adopted: 6th October 2026
Date of review: October 2027

**Appendix A**

Pembrokeshire County Council safeguarding reporting guidelines

## Safeguarding

If you or others have concerns about the welfare of a child, young person or adult you must report it immediately to the Child Care Assessment Team (CCAT) or the Adult Safeguarding Team.

Never assume someone else will report your concerns. Take positive action and report it immediately. Children or adults at risk should not be expected to take responsibility for themselves or others.

## Receive

Listen carefully to what is being said, without displaying shock or disbelief. Accept what is said and even though the child, young person or adult at risk making the allegation may be known to you as someone who does not always tell the truth, this should not influence your judgement or invalidate their allegation. Do not attempt to investigate the allegation

## Reassure

Provide re-assurance, be honest and do not make promises you cannot keep e.g. 'I'll stay with you' or 'everything will be all right now'
Alleviate guilt, if the person refers to it e.g. 'you're not to blame. This is not your fault'
Do not promise confidentiality as you will need to pass the information on and the child, young person or adult at risk needs to know this

## React

You can ask questions but information gathering should not be more than necessary to clarify the allegation and should normally only involve speaking to the person directly involved. It is preferable if the person can give a free narrative account without interruption to ask questions. You can encourage the person to tell you what happened in their own words by the use of non-specific prompts and open-ended questions such as 'explain to me what happened' 'describe to me what happened' 'is there anything else you want to tell me?'

The most common open-ended questions are: What happened? When did it happen? Where did it happen? Who was there? Never ask 'Why' as this can infer blame
Do not gather 'witness' statements unless requested by CCAT/Adult Safeguarding Team and don't ask the person to repeat the allegation to someone else as they may feel that they are not being believed and their recollection of what happened may change. Do not criticise the perpetrator as the child, young person or adult at risk may still have a positive emotional attachment to this person

## Record

Keep an accurate record of what the person has said in their own words and of any questions you have asked. Note the date/year and time and keep your notes. Do not be offended by any offensive language or words used to describe the abuse. If you have seen ant visible bruising, it is helpful to note the position of it but do not ask the person to remove any clothing for this purpose. Record statements and observable aspects rather than your interpretations or assumptions

Contact us

Town Council Child Protection and Vulnerable Adult representative: 01348 874406

Child Care Assessment Team: 01437 776444

Adult Safeguarding Team: 01437 776056

Social Services out of Hours: 0300 333 2222

Police
In an emergency ring 999

Non-emergency: 101