

Malmesbury Town Council

CHILDREN AND VULNERABLE PERSONS PROTECTION POLICY

Statement of Intent

Malmesbury Town Council recognizes that all children, young people and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief or sexual orientation or identity, have the right to protection from harm and abuse.

Malmesbury Town Council shall take all steps that are reasonably practicable to comply with the Criminal Justice and Court Services Act 2000 and all other relevant Acts and Regulations.

Malmesbury Town Council shall monitor the conduct of staff to identify any inappropriate behaviour and shall act accordingly and, if necessary, in accordance with its disciplinary procedures.

Staff Engagement

Malmesbury Town Council shall not allow staff or contractors to have access to children, young people and vulnerable adults where there is any knowledge of that person or persons having any criminal conviction involving children or who are disqualified from working with children.

Malmesbury Town Council will remind all employees of their duty to disclose any such information, as required by the Criminal Justice and Court Services Act 2000.

Incident Procedures

Malmesbury Town Council shall keep a dedicated log of all written and oral statements, along with a record of relevant telephone conversations, in the event of an incident or allegation under this Policy. In the case of a child, young person or vulnerable adult on work experience or training this information will be immediately passed on to the learner's educational institution or primary carer as appropriate.

Malmesbury Town Council and staff shall treat all incidents with absolute confidentiality.

Malmesbury Town Council shall comply with the Data Protection Act 1998 for the safe and secure storage of all information relating to children's personal details, or details resulting from any incident or allegation arising within the scope of this Policy.

Monitoring and Review

This policy shall be monitored for effectiveness and shall be reviewed when:

- there has been an incident, whether the allegation is proved or not
- there is a change in the legislation
- there is a major re-organisation with the Town Council.

Malmesbury Town Council will ensure that all staff having contact with children, young people and vulnerable adults are made aware of, understand, and act on this policy.