

# Protection of Children and Vulnerable Adults Policy

## 1. Statement of Intent

- 1.1 Warminster Town Council recognises 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. It 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.
- 1.2 The 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.

## 2. Staff Engagement

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

## 3. Incident Procedures

- 3.1 The 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.
- 3.2 Warminster Town Council and staff shall treat all incidents with absolute confidentiality.
- 3.3 Warminster 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.

## 4. Monitoring and Review

- 4.1 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 reorganisation with the Town Council.
- 4.2 Warminster Town Council shall ensure that all staff having contact with children, young people and vulnerable adults are made aware of, understand and act on this policy and are familiar with the accompanying guidelines.