

## **POLICY STATEMENT AND PROCEDURE TEMPLATE**

(Name of organisation working with or on behalf of Colchester Borough Council) explicitly agrees to the following Statement of Policy and Procedures in regard to Safeguarding:

We are committed to safeguarding children (those under 18) and 'adults with needs for care and support', and protecting them from abuse when they are engaged in services organised and provided by us. We will act in the best interest of the child or adult at all times, and will proactively seek to promote their welfare and protection.

We confirm that we will follow Southend Essex Thurrock (SET) Safeguarding Guidelines.

We will ensure that unsuitable people are prevented from working with children and 'vulnerable adults' through using safe recruitment and selection processes. This will involve DBS (Disclosure and Barring Service) 'checks', where appropriate.

We will take any concern made by a service user, employee, volunteer or child/adult seriously and sensitively, and will not tolerate harassment of a person who raises concerns.

We confirm that we have at least one Designated Safeguarding Officer responsible for raising concerns about abuse or suspected abuse towards a child or adult with needs for care and support with Essex County Council and the Police, as appropriate.

We acknowledge our responsibility to contact Essex County Council promptly if we become aware of concerns about a Child or Adult with needs for care and support. We confirm that we will contact the Local Authority Designated Officer (LADO) in cases of concerns or allegations about a member of staff or volunteer.

We confirm that those raising a concern will be made aware that it will be shared with appropriate people but will be treated in confidence as far as possible. Staff and volunteers will not discuss the concern except with the Designated Safeguarding Officer, the Council's Safeguarding Co-ordinator, or an agent of the responsible authority investigating the concern (Essex County Council or Essex Police). We agree to make referrals, and retain records, securely and appropriately in accordance with relevant legislation.

We understand that it is our responsibility to access and monitor appropriate training for staff and volunteers in respect of safeguarding, details of which can be provided by the Local Safeguarding Boards.