

# **SHERINGHAM TOWN COUNCIL POLICY FOR SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

During the course of the working day Sheringham Town Council staff work with and come into contact with members of the public. Staff should be mindful of their responsibilities regarding safeguarding children and vulnerable adults and should all be aware of this policy.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:**

This relates to the processes in place to protect children and vulnerable people from potential or actual abuse or neglect. People at risk are children or vulnerable adults aged 18 or over who may be in need of community care services because of mental or other disability, age or illness and unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

## **ABUSE:**

Abuse is a violation of a person's human and civil rights by any other person. It may be a single act or repeated acts. It may be physical, verbal, sexual, psychological, institutional, discriminatory or financial. It may be an act of neglect or failure to act.

## **APPROPRIATE BEHAVIOUR BY STAFF:**

Sheringham Town Council staff who deal with members of the public should be aware of this policy and behave appropriately with customers as follows:

- Not exposing customers to risk.
- Not behaving in a manner which takes advantage of or exploits customers for one's own benefit.
- Not communicating in a manner which causes distress.
- Not communicating in a way that may be misinterpreted.

If a member of staff has any concerns regarding a member of the public, whilst at work, they should report their concerns to the Clerk who will advise on the appropriate course of action.