



CAERGYBI/HOLYHEAD

*Cyngor Tref : Town Council*

# Holyhead Town Council – Safeguarding Procedures

## 1. Purpose

Holyhead Town Council is committed to ensuring the safety and well-being of all children, young people, and vulnerable adults who interact with the Council. These procedures aim to:

- Protect individuals from harm, abuse, or neglect.
- Ensure all staff, volunteers, and councillors understand their safeguarding responsibilities.
- Provide clear guidance for reporting concerns or incidents.

## 2. Scope

These procedures apply to:

- Elected members of the Council
- Employees (full-time, part-time, temporary)
- Volunteers
- Contractors and third parties engaged in Council activities

They cover all activities organized or facilitated by Holyhead Town Council, including events, meetings, and community projects.

## 3. Legal Framework

Holyhead Town Council follows current UK legislation and guidance, including:

- **Children Act 1989 & 2004** – Protection of children

- **Working Together to Safeguard Children (2023)** – Guidance on inter-agency collaboration
- **Care Act 2014** – Safeguarding adults at risk
- **The Equality Act 2010** – Ensuring inclusive and safe practices

## 4. Definitions

- **Child:** Anyone under 18 years of age
- **Adult at Risk / Vulnerable Adult:** Anyone over 18 who may be unable to protect themselves from harm due to disability, mental health issues, or other circumstances
- **Abuse:** Includes physical, emotional, sexual, financial, or neglectful harm

## 5. Roles and Responsibilities

<b>Role</b>	<b>Responsibility</b>
<b>Council Leader / Town Clerk</b>	Overall responsibility for safeguarding policies and procedures
<b>Designated Safeguarding Officer (DSO)</b>	First point of contact for concerns, ensures training and reporting mechanisms are in place
<b>Staff &amp; Volunteers</b>	Follow safeguarding policies, attend training, report concerns promptly
<b>Councillors</b>	Act as role models, adhere to safeguarding principles, report any concerns

**Designated Safeguarding Officer Contact:**

## 6. Safe Recruitment and Training

- All staff and volunteers undergo appropriate background checks (e.g., DBS).
- Safeguarding training is mandatory on induction and refreshed every two years.
- References and verification checks are required for all positions involving contact with children or vulnerable adults.

## 7. Code of Conduct

- Treat all individuals with dignity and respect.
- Never engage in behavior that could be interpreted as abusive or neglectful.
- Avoid being alone with a child or vulnerable adult where possible; if necessary, ensure others are aware.
- Maintain confidentiality, but understand that safeguarding concerns must be reported.

## 8. Reporting Concerns

### 8.1 Immediate Danger

- If a child or vulnerable adult is in immediate danger, call **999**.

### 8.2 Non-Urgent Concerns

- Contact the DSO immediately.
- Record details: date, time, location, people involved, and what was observed or reported.
- Keep records secure and confidential.

### 8.3 External Reporting

- Children: Contact **Anglesey County Council Children's Services** – 01248 752200
- Adults: Contact **Adult Services, Isle of Anglesey** – 01248 752200
- For advice: **NSPCC Child Protection Helpline** – 0808 800 5000

## 9. Handling Allegations Against Staff or Councillors

- Allegations must be reported immediately to the DSO or Town Clerk.
- If the allegation involves the DSO or Town Clerk, report directly to **the Chair of the Council**.
- Investigations will follow local authority guidance, maintaining confidentiality and fairness.

## 10. Confidentiality and Record-Keeping

- All safeguarding concerns and records must be stored securely.
- Only shared with those who need to know for protection purposes.
- Records must comply with **GDPR** and data protection regulations.

## 11. Monitoring and Review

- Safeguarding procedures will be reviewed annually or after any serious incident.
- Training records and incident logs will be audited regularly.
- Feedback from staff, volunteers, and the community will be used to improve practices.

## 12. Key Contacts

<b>Role</b>	<b>Contact</b>
Designated Safeguarding Officer	
Town Clerk	
NSPCC Helpline	0808 800 5000
Isle of Anglesey Children's Services	01248 752200
Isle of Anglesey Adult Services	01248 752200

### Notes

- These procedures should be included in induction packs for all staff and volunteers.
- Posters and leaflets summarizing safeguarding contacts should be displayed at Council offices and event venues.
- Annual refresher sessions on safeguarding responsibilities are recommended.



CAERGYBI/HOLYHEAD

*Cyngor Tref Ffynnon* Town Council

# HOLYHEAD TOWN COUNCIL

## SAFEGUARDING POLICY

Adopted:

Review Date:

### 1. Policy Statement

Holyhead Town Council ("the Council") is committed to ensuring the safety and welfare of all children, young people, and vulnerable adults who engage with Council services, events, or activities. The Council recognises its responsibility to protect individuals from abuse, neglect, or harm.

This policy applies to:

- Councillors
- Employees
- Volunteers
- Contractors
- Visitors participating in Council activities

### 2. Legal Framework

This policy complies with relevant UK legislation, including:

- Children Act 1989 & 2004
- Working Together to Safeguard Children 2018
- Safeguarding Vulnerable Groups Act 2006
- Care Act 2014
- Children and Families Act 2014
- Equality Act 2010

## 3. Aims

Holyhead Town Council aims to:

- Ensure a safe environment for all participants
- Identify and respond appropriately to concerns about abuse, neglect, or exploitation
- Promote good practice and vigilance among staff, volunteers, and councillors
- Comply with legal obligations regarding safeguarding

## 4. Responsibilities

### 4.1 The Council

- Approve safeguarding policies and procedures
- Ensure councillors and staff receive safeguarding guidance and training

### 4.2 The Clerk

- Act as the Safeguarding Officer for day-to-day issues
- Maintain a record of safeguarding concerns and actions
- Liaise with relevant agencies when necessary

### 4.3 Councillors, Staff, and Volunteers

- Follow safeguarding procedures and good practice guidance
- Report any concerns immediately to the Safeguarding Officer
- Participate in training as required

## 5. Code of Conduct and Good Practice

All councillors, staff, and volunteers must:

- Treat all participants with respect and dignity
- Avoid physical, emotional, or verbal abuse
- Ensure one-to-one interactions are appropriate and visible to others
- Not engage in any discriminatory or exploitative behaviour

## 6. Recognising Abuse

Abuse may take different forms, including:

- Physical abuse – injury or harm
- Emotional abuse – humiliation, threats, or intimidation
- Sexual abuse – exploitation or inappropriate contact
- Neglect – failure to provide basic care
- Financial or organisational abuse – exploitation of vulnerable adults

## 7. Reporting Procedure

1. Immediate Danger: Contact emergency services if a person is at immediate risk.
2. Report Concern: Notify the Council Clerk (Safeguarding Officer) immediately.
3. Record Details: Keep clear, factual records of the concern.
4. Confidentiality: Only share information on a need-to-know basis with relevant safeguarding authorities.

Relevant Agencies:

- Local Safeguarding Children Board:
- Local Safeguarding Adults Board:
- Police / Emergency Services: 999 (immediate risk)

## 8. Recruitment and Training

- All staff and volunteers working with vulnerable groups will undergo recruitment checks, including DBS (Disclosure and Barring Service) where appropriate
- Regular safeguarding training will be provided
- Councillors will be briefed on safeguarding responsibilities


## 9. Monitoring and Review

- The Council will review safeguarding policies annually or when legislation changes
- Records of incidents and actions will be maintained securely and confidentially

Adopted by Holyhead Town Council

Date: 07/04/2026

Review Date: 04/2027

Signed: 

Clerk to the Council



CAERGYBI/HOLYHEAD

*Cyngor Tref · Town Council*

# CYNGOR TREF CAERGYBI

## POLISI DIOGELU

Mabwysiadwyd:  
Dyddiad Adolygu:

### 1. Datganiad Polisi

Mae Cyngor Tref Caergybi ("y Cyngor") wedi ymrwymo i sicrhau diogelwch a lles pob plentyn, person ifanc ac oedolyn agored i niwed sy'n ymgysylltu â gwasanaethau, digwyddiadau neu weithgareddau'r Cyngor. Mae'r Cyngor yn cydnabod ei gyfrifoldeb i amddiffyn unigolion rhag cam-driniaeth, esgeulustod neu niwed.

Mae'r polisi hwn yn berthnasol i:

- Gynghorwyr
- Gweithwyr
- Gwirfoddolwyr
- Contractwyr
- Ymwelwyr sy'n cymryd rhan yng ngweithgareddau'r Cyngor

### 2. Fframwaith Cyfreithiol

Mae'r polisi hwn yn cydymffurfio â deddfwriaeth berthnasol y DU, gan gynnwys:

- Deddf Plant 1989 a 2004
- Gweithio Gyda'n Gilydd i Ddiogelu Plant 2018
- Deddf Diogelu Grwpiau Agored i Niwed 2006
- Deddf Gofal 2014
- Deddf Plant a Theuluoedd 2014
- Deddf Cydraddoldeb 2010

### 3. Nodau

Nod Cyngor Tref Caerdybi yw:

- Sicrhau amgylchedd diogel i bob cyfranogwr
- Nodi ac ymateb yn briodol i bryderon ynghylch cam-driniaeth, esgeulustod neu gamfanteisio
- Hynwyddo arfer dda a gwyliadwriaeth ymhlith staff, gwirfoddolwyr a chynghorwyr
- Cydymffurfio â rhwymedigaethau cyfreithiol ynghylch diogelu

### 4. Cyfrifoldebau

#### 4.1 Y Cyngor

- Cymeradwyo polisiau a gweithdrefnau diogelu
- Sicrhau bod cynghorwyr a staff yn derbyn canllawiau a hyfforddiant diogelu

#### 4.2 Y Clerc

- Gweithredu fel y Swyddog Diogelu ar gyfer materion o ddydd i ddydd
- Cadw cofnod o bryderon a champau gweithredu mewn perthynas â diogelu
- Cysylltu ag asiantaethau perthnasol pan fo angen

#### 4.3 Cynghorwyr, Staff, a Gwirfoddolwyr

- Dilyn gweithdrefnau diogelu a chanllawiau arfer dda
- Adrodd am unrhyw bryderon ar unwaith i'r Swyddog Diogelu
- Cymryd rhan mewn hyfforddiant yn ôl yr angen

### 5. Cod Ymddygiad ac Arfer Dda

Rhaid i bob cynghorydd, staff a gwirfoddolwr:

- Drin pob cyfranogwr â pharch ac urddas
- Peidio cam-drin yn gorfforol, emosiynol neu eiriol
- Sicrhau bod rhyngweithio un-i-un yn briodol ac yn weladwy i eraill
- Peidio ymddwyn mewn unrhyw ffordd wahaniaethol neu gamfanteisiol

## 6. Adnabod Camdriniaeth

Gall cam-drin gymryd gwahanol ffurfiau, gan gynnwys:

- Cam-drin corfforol – anaf neu niwed
- Cam-drin emosiynol – bychanu, bygwth neu ddychryn
- Cam-drin rhywiol – camfanteisio neu gyswllt amhriodol
- Esgeulustod – methu â darparu gofal sylfaenol
- Cam-drin ariannol neu sefydliadol – camfanteisio ar oedolion agored i niwed

## 7. Gweithdrefn Adrodd

1. Perygl argyfyngus: Cysylltu â'r gwasanaethau brys os oes rhywun mewn perygl argyfyngus.
2. Rhoi Gwybod am Bryder: Hysbysu Clerc y Cyngor (Swyddog Diogelu) ar unwaith.
3. Manylion Cofnodi: Cadw cofnodion clir, ffeithiol o'r pryder.
4. Cyfrinachedd: Rhannu gwybodaeth ar sail yr angen i wybod gyda'r awdurdodau diogelu perthnasol yn unig.

Asiantaethau Perthnasol:

- Bwrdd Diogelu Plant Lleol: [Mewnosod manylion y Cyswllt]
- Bwrdd Diogelu Oedolion Lleol: [Mewnosod manylion y Cyswllt]
- Heddlu / Gwasanaethau Brys: 999 (risg argyfyngus)

## 8. Recriwtio a Hyfforddi

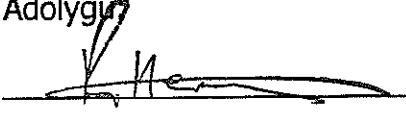
- Bydd yr holl staff a gwirfoddolwyr sy'n gweithio gyda grwpiau agored i niwed yn cael gwiriadau recriwtio, gan gynnwys y Gwasanaeth Datgelu a Gwahardd (DBS) lle bo'n briodol.
- Darperir hyfforddiant diogelu rheolaidd
- Bydd cynghorwyr yn cael gwybod am gyfrifoldebau diogelu

## 9. Monitro ac Adolygu

- Bydd y Cyngor yn adolygu polisïau diogelu yn flynyddol neu pan fydd deddfwriaeth yn newid
- Bydd cofnodion digwyddiadau a chymau gweithredu yn cael eu cadw'n ddiogel ac yn gyfrinachol

Mabwysiadwyd gan Gyngor Tref Caerdybi  
Dyddiad:

Dyddiad Adolygu

Llofnod:  Clerc y Cyngor