

Safeguarding Young Workers

Truro City Council is determined to ensure that all necessary steps are taken to protect children and young people from harm. Every young worker who works with Truro City Council should be able to participate in an enjoyable and safe environment and be protected from harm.

Truro City Council will ensure that:

- The welfare of the young worker remains paramount.
- All young workers whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to be protected from harm.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working within the Council have a responsibility to report any concerns to the Town Clerk.

Staff contact with young workers

Where Truro City Council staff are required to have contact with children, these members of staff will be deemed suitable to work with children based upon their declarations of unspent and exempt convictions, in accordance with the Rehabilitation of Offenders Act 1974. These details will be gained by obtaining an Enhanced Criminal Records Bureau (CRB) check.

Only staff who have been approved as suitable adults will be able to work unsupervised with the young worker.

All employees of Truro City Council who may come into contact with the young worker will be expected to act as role models; keep a professional and physical distance; be aware of the effect their words and actions could have and always put the welfare of the young worker first.

Dealing with reports of abuse

If a young worker discloses that he/she is being abused, Truro City Council will train its employees to:

- React calmly.
- Reassure the young worker he/she was right to tell and that they are not to blame and take what he/she says seriously.
- Be careful not to be deemed as putting words into the young worker's mouth.
- Not promise confidentiality.
- Inform the young worker what will happen next.
- Make a full and written record of what has been said and forward to the local Children's Services.

The report will:

- Include the young worker's known details including name, date of birth, address and contact numbers.
- State whether or not the person making the report is expressing his/her own concerns, or those of someone else.
- Detail the nature of the allegation, including dates, times, specific factors and any other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- Include a description of any visible bruising or other injuries and any indirect signs, such as behavioural changes.
- Include details of witnesses to the incident(s).
- Include the young worker's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Include accounts from others, including colleagues and parents.

In some cases it may be necessary to protect the young worker immediately, and in these cases the Police will be contacted upon receipt of the disclosure. Truro City Council recognises it is not its responsibility to decide whether abuse has taken place or not; however, it will pass on information to the appropriate authority immediately.

Responsibilities

It is the responsibility of every employee within Truro City Council to familiarise themselves with this policy and to act upon its guidance where required. Truro City Council will ensure that all members of staff receive a copy of this policy and are reminded of its contents at regular intervals.