



Lytham Town Council Safeguarding Policy

(Adopted: 25/03/2026, Review due: 25/03/2029)

1. Introduction

Lytham Town Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk who may come into contact with the Council through its services, facilities, land, events or representatives.

The Council recognises that although it does not normally deliver regulated care services, safeguarding considerations may arise in connection with:

- council events and community activities
- council staff, councillors and volunteers
- council land and facilities, including **allotments**
- organisations or individuals using council premises or land.

The Council will seek to ensure that appropriate safeguards are in place to protect individuals from abuse, neglect, exploitation or harm.

NB: Safeguarding is recognised as **everyone's responsibility**.

2. Scope

This policy applies to all:

- elected councillors
- council employees
- volunteers acting on behalf of the council
- contractors engaged by the council
- organisations or groups using council facilities or land
- allotment tenants and allotment associations where operating on council land (Following any transfer or purchase of allotment assets into the control on the Council)

3. Legal and Governance Framework

This policy reflects relevant legislation and guidance including:

- Children Act 1989
- Children Act 2004
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Working Together to Safeguard Children

and local safeguarding procedures provided through the Lancashire safeguarding partnerships.

4. Definitions

Child / Young Person

A person under the age of 18.

Adult at Risk

An adult who:

has care and support needs, and
is experiencing, or at risk of, abuse or neglect, and
may be unable to protect themselves due to those needs.

Safeguarding

Actions taken to protect people from abuse, neglect, exploitation or harm and to promote their welfare.

5. Types of Abuse

Abuse may include (but is not limited to):

- physical abuse
- emotional or psychological abuse
- sexual abuse
- neglect or acts of omission
- financial or material abuse
- discriminatory abuse
- domestic abuse
- exploitation or modern slavery
- extremist ideology radicalisation
- online abuse.

6. Roles and Responsibilities

6.1 Full Council

The Council will:

- adopt and periodically review this policy
- ensure safeguarding considerations are included in council activities and services
- ensure contractors and users of council land or facilities have appropriate safeguarding arrangements where necessary
- promote a culture of respect, safety and inclusion.

6.2 Designated Safeguarding Lead

The Clerk to the Council will act as the **Designated Safeguarding Lead (DSL)**.

Responsibilities include:

- acting as the first point of contact for safeguarding concerns
- maintaining appropriate records of concerns
- advising councillors, staff and volunteers
- liaising with relevant statutory agencies where concerns arise
- ensuring safeguarding awareness within the council.

The Clerk undertakes **annual online safeguarding training** to ensure safeguarding knowledge remains current.

6.3 Designated Safeguarding - Lead Councillor

The Council will nominate one Councillor to undertake responsibility for being the Designated Safeguarding - Lead Councillor, to provide support to the Clerk as the Designated Safeguarding Lead, and to provide an additional communications channel between the elected Members and the Clerk.

The **Lead Councillor** will be provided with **annual online safeguarding training** to ensure safeguarding knowledge remains current whilst holding this responsibility.

6.4 Councillors, Staff and Volunteers

All councillors, staff and volunteers must:

- remain alert to safeguarding concerns
- report concerns promptly to the Clerk
- avoid attempting to investigate safeguarding concerns themselves
- follow safe working practices when interacting with members of the public.

All Councillors will be provided with the opportunity to undertake **online safeguarding training** to raise their awareness and general understanding of safeguarding.

7. Volunteers

Lytham Town Council recognises that volunteers may support council activities, including marshalling at events, contributing to improving the public realm through schemes such as the Clifton Street lamp post planters and the maintenance of council land such as allotments.

Where volunteers act on behalf of the council:

- they will be expected to follow council policies including safeguarding and health and safety procedures
- safeguarding awareness guidance will be provided where appropriate
- the council will assess whether any volunteer roles involve activities requiring DBS eligibility.

8. DBS (Disclosure and Barring Service) Checks

The Council recognises that most roles within parish and town councils do not meet the legal eligibility criteria for DBS checks.

In general:

DBS checks are not normally required for:

- councillors
- council clerks
- allotment tenants
- general volunteers.

DBS checks may be required where individuals:

- regularly supervise children
- deliver structured youth activities
- provide services to vulnerable adults.

NB: Where external organisations or groups operate activities involving children or vulnerable adults on council land or premises, those organisations are responsible for ensuring that appropriate DBS checks are carried out for their staff or volunteers.

9. Council Events and Activities

Where the council organises public events that may involve children or vulnerable adults, reasonable safeguarding measures will be considered, including:

- appropriate supervision arrangements
- safe event planning
- contractor safeguarding awareness
- risk assessments.

NB: External organisations participating in events must ensure that their own safeguarding procedures are in place where necessary.

10. Allotments and Safeguarding

Lytham Town Council expects allotment sites to be safe, welcoming and respectful environments for all users.

Allotment tenants, visitors and associations using council allotments must:

- ensure children are supervised at all times
- use tools and gardening equipment safely
- avoid leaving hazardous tools or machinery unattended
- ensure safe storage and use of fuels, chemicals and pesticides
- maintain plots in a safe condition
- behave respectfully towards other plot holders.

Plot holders must ensure that:

- bonfires are conducted safely and in accordance with site rules
- tools are not left accessible to unsupervised children
- paths and access routes remain clear.

11. Allotment Volunteers

Some allotment tenants may assist with general site maintenance on a voluntary basis. Where such volunteers act on behalf of the council:

- activities should be coordinated with the council or allotment association
- appropriate health and safety measures should be followed
- volunteers must report any safeguarding concerns to the council.

12. Allotment Associations

Where an **Allotment Association** operates on council land, the council may require that the association:

- adopts a safeguarding policy where children or community groups may use the site
- ensures youth groups using the site have appropriate supervision and DBS-checked leaders
- reports safeguarding concerns to the council.

13. Risk-Based Allotment Management Models

The council may manage different allotments sites using different arrangements.

Model	Description	Safeguarding Considerations
Council managed	Council administers tenancies directly	Council responsible for policies and oversight
Association managed	Association manages site under agreement	Association must have safeguarding arrangements
Shared management	Council retains oversight with association supporting management	Responsibilities should be defined in a management agreement

The council will review safeguarding implications when determining the management structure.

14. Responding to Safeguarding Concerns

If a safeguarding concern arises:

- Listen carefully and remain calm.
- Do not promise confidentiality.
- Do not investigate or ask leading questions.
- Record the concern as soon as possible.
- Report immediately to the Clerk (Designated Safeguarding Lead).
- If someone is in immediate danger, contact the police on **999**.

15. Referral to Safeguarding Authorities

Where appropriate, concerns may be referred to:

- **Lancashire Children's Safeguarding Services**
- **Lancashire Adult Social Care Safeguarding Team**
- **Lancashire Police.**

16. Record Keeping

Safeguarding concerns will be:

- recorded accurately
- stored securely
- shared only with relevant authorities where necessary.

The council will comply with data protection legislation.

17. Monitoring and Review

This policy will be reviewed:

every **three years**, or

sooner if legislation or operational changes require it (such as the management of council allotments).

Version Control

Version	Date	Description of Change	Author
V1 DRAFT	12/03/2026	Initial Draft written	Clerk / RFO
V1.1 DRAFT	13/03/2026	Amendments to include Radicalisation and also training for Cllrs	Clerk / RFO
V1.1	25/03/2026	Adopted by Council Lead Councillor appointed - Cllr Aitken	Clerk / RFO