



Graig Community Council

Cyngor Cymuned Graig

Safeguarding Policy

Adopted: 29 July 2026

Safeguarding policy

Purpose

Graig Community Council (referred to in this document as the Council) is committed to protecting service users against all forms of abuse.

This policy sets out how the Council will manage recruitment for job roles that involve working with vulnerable groups and how it will manage matters arising during employment where it is believed that vulnerable groups could be, or have been, placed at risk.

The policy also explains the responsibilities of staff in relation to the safeguarding of vulnerable groups and the procedure that should be followed when reporting an allegation of abuse of a service user.

Scope

This policy applies to all members of staff and volunteers engaged by the Council. It is the responsibility of everyone working on behalf of the Council to report any allegations of abuse.

The policy specifically covers all who work in a regulated activity with children and/or adults.

Recruitment

The Council will make it clear to candidates when advertising a job role if the work involved is regarded as a regulated activity. The Council will determine this in accordance with the provisions of the Safeguarding of Vulnerable Groups Act 2006, and any current and future amendments of said Act applicable to Wales.

Before the Council can employ a candidate in a regulated activity, the Council will require the candidate to provide a satisfactory Enhanced Disclosure with a relevant barred list check from the Disclosure and Barring Service. The purpose of this check is to confirm that the candidate is suitable to perform this work and is not barred from doing so.

The Council will make any offer of employment in a regulated activity conditional upon satisfactory background checks, including satisfactory criminal record and barred list checks. The Council reserves the right not to employ a candidate where these conditions are not satisfied.

Work that becomes regulated

If work either becomes a regulated activity, or if an employee is asked to perform work that is a regulated activity, the Council will require the individual to provide a satisfactory Enhanced Disclosure with a relevant barred list check from the Disclosure and Barring Service. The purpose of this check is to confirm that the individual is suitable to perform this work and is not barred from doing so.

If an employee refuses to undertake these checks, or if a disclosure confirms that the individual has a relevant criminal conviction or has been placed on a relevant barred list, the Council will investigate the circumstances further and will fully consider the effect of this on continued employment.

Where an individual is not legally permitted to perform a regulated activity, or where the Council otherwise has reason to believe that this will be inappropriate, the Council may consider if there are any other non-regulated activities in which the individual can be employed.

The Council reserves the right to dismiss an employee where continued employment cannot be supported.

Where an employee is added to a barred list during employment

If an employee is added to a barred list during employment, the Council cannot legally allow the employee to continue to engage in a regulated activity.

Where an individual is not permitted to perform a regulated activity, or where the Council otherwise has reason to believe that this will be inappropriate, the Council may investigate if there are any other non-regulated activities in which the individual can be employed.

The organisation reserves the right to dismiss an employee where continued employment cannot be supported.

Reporting allegations of abuse

All members of staff, and any volunteers engaged on behalf of the Council, must be vigilant at all times to risks of abuse towards service users. This may include behaviour from relatives, other service users and members of staff.

Abuse is a violation of an individual's civil or human rights by another person. This can be a single act or multiple acts, and it may occur in a variety of ways. Abuse of an individual may be verbal, physical or psychological. It may occur from a deliberate act or a failure to act.

Abuse may also occur when an individual is persuaded to do something that they have not consented to, or is unable to consent to, or where the individual is exploited by another person.

Any person who believes or suspects that a service user has been subjected to abuse must refer the matter to their manager (or another manager, if appropriate) immediately. The Council will consider all allegations of abuse seriously.

When reporting an allegation of abuse, it is important to provide as much detail as possible, including the name of the person who has been subjected to abuse, the nature of the abuse, the dates and times of any specific incidents and details of any evidence or other witnesses that may be available.

Investigation

The Council will investigate all complaints of alleged or suspected abuse fully, in accordance with the disciplinary procedure.

The Council may be required to refer information to the Disclosure and Barring Service. The Council may also consider it necessary to inform the Police of allegations under investigation.

Suspension

The Council reserves the right to suspend an employee on full pay pending investigation into an allegation of abuse and pending any resulting disciplinary proceedings.

Disciplinary action

Where the organisation has reason to believe that an allegation of abuse has foundation, the Council will arrange a disciplinary meeting with the individual. This could result in a decision to take disciplinary action against the employee, up to and including dismissal.

Duty to refer information

The Council is legally required to refer certain information about an individual to the Disclosure and Barring Service.

This duty applies where:

- the individual is dismissed because they have harmed, or may harm a child or adult
- the organisation has suspended an individual and has reason to believe that they have engaged in relevant conduct or has harmed or may harm a child or adult or has received a caution or a conviction for a relevant criminal offence.
- the individual resigns in circumstances where there is a suspicion that they harmed, or may harm, a child or vulnerable adult. This may, for example, arise where an employee resigns before disciplinary action is taken by the organisation.