



## RIPON CITY COUNCIL

### Safeguarding Children and Adults at Risk Policy

**Including Quarry Moor Nature Reserve, Council hire spaces and Council-managed activities**

This policy is intended to be adopted by Ripon City Council both in its corporate capacity and, where relevant, by Ripon City Council acting as sole trustee of the Alderman T F Spence Charity.

<b>Adopted by Full Council</b>	1 <sup>st</sup> June 2026
<b>Last reviewed</b>	1 <sup>st</sup> June 2026
<b>Next review due</b>	1 <sup>st</sup> June 2029
<b>Policy owner</b>	Chief Officer
<b>Designated Safeguarding Lead</b>	Susi Jenkins
<b>Deputy Designated Safeguarding Lead</b>	Mark Williamson
<b>Applies to</b>	Council activities, Council premises, Council-managed land, Council hire spaces, and Quarry Moor when operated by the Alderman T F Spence Charity.

**Note:** This policy replaces the Council's previous Child Protection and Vulnerable Persons Policy adopted on 9 April 2018, subject to formal adoption.

## 1. Policy statement

Ripon City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk who come into contact with the Council through its services, premises, hire spaces, events, civic activity, public spaces, volunteering opportunities and community partnerships.

This policy also applies to Quarry Moor Nature Reserve and any Quarry Moor Activity Hub (Hub). Quarry Moor is held in trust and operated by the Alderman T F Spence Charity, whose charitable objects include the provision and maintenance of facilities for recreation and other leisure-time occupation in the interests of social welfare and, in particular, the provision and maintenance of a playground for children. Ripon City Council is the sole trustee of that charity.

Where Ripon City Council is acting as sole trustee of the Alderman T F Spence Charity, the Council will ensure that the charity adopts and applies this policy, or a policy materially consistent with it, for Quarry Moor and any related activity. Where the Council is acting in its own corporate capacity, this policy applies to Council services, buildings, land and activities, including hire spaces such as the Town Hall and Hugh Ripley Hall.

Safeguarding is everyone's responsibility. All concerns, allegations or disclosures of abuse, neglect, exploitation or harm must be taken seriously and responded to promptly. The Council's role is to recognise, record and refer concerns. Staff, councillors and volunteers must not investigate safeguarding concerns themselves.

## 2. Scope

This policy applies to:

- councillors;
- employees;
- volunteers;
- casual workers;
- contractors;
- hirers and users of Council facilities;
- partner organisations;
- people delivering activities on behalf of the Council or the Alderman T F Spence Charity;
- users of Council premises, Council-managed land and charity-managed land where the Council is sole trustee.

It applies to all relevant Council and charity activity, including but not limited to:

- Council meetings, events and civic activity;
- use of Council buildings and hire spaces, including the Town Hall and Hugh Ripley Hall;
- public open spaces and Council-managed land;
- Quarry Moor Nature Reserve and Quarry Moor Hub;
- volunteering and conservation activity;
- school, scout, guide and youth group visits;
- health, wellbeing and social prescribing activity;
- community engagement and public consultation;
- photography, publicity and online communication connected with Council activity.

## 3. Legal and policy framework

This policy has been prepared with regard to relevant legislation, statutory guidance and good practice. These include, where applicable:

- Children Act 1989 and Children Act 2004;
- Care Act 2014 and Care and Support Statutory Guidance;
- Working Together to Safeguard Children statutory guidance;

- Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012;
- Disclosure and Barring Service eligibility and regulated activity guidance;
- Data Protection Act 2018 and UK GDPR;
- Domestic Abuse Act 2021;
- Equality Act 2010;
- Charities Act 2011 and Charity Commission expectations for trustee safeguarding governance;
- relevant North Yorkshire safeguarding partnership procedures.

This policy is not intended to make the Council, or the Alderman T F Spence Charity, a specialist safeguarding, education, health or care provider. It sets out proportionate arrangements for a parish-tier council, charity trustee and community facility provider that may come into contact with children, young people and adults at risk.

## **4. Definitions**

### **4.1 Child or young person**

A child or young person is anyone who has not yet reached their 18th birthday.

### **4.2 Adult at risk**

An adult at risk is an adult who has needs for care and support, is experiencing or is at risk of abuse or neglect, and because of those care and support needs is unable to protect themselves from the abuse, neglect or risk of it.

The Council will normally use the term adult at risk rather than vulnerable adult. This reflects modern safeguarding practice: vulnerability may arise from circumstances, barriers, risk, abuse or neglect, rather than being an inherent characteristic of the person.

### **4.3 Safeguarding**

Safeguarding means protecting a person's right to live in safety, free from abuse, neglect, exploitation and harm. It includes preventing harm where possible, responding appropriately where concerns arise, and working with the right agencies to support and protect people.

## **5. Principles**

The Council and, where relevant, the Council acting as sole trustee of the Alderman T F Spence Charity, will be guided by the following principles:

- the welfare of children and adults at risk is paramount;
- everyone has the right to be safe from abuse, neglect, exploitation and harm;
- safeguarding is everyone's responsibility;
- concerns must be reported promptly and must not be ignored;
- staff, councillors and volunteers must refer concerns, not investigate them;
- information should be shared appropriately and proportionately where necessary to safeguard people;
- adults should be involved in decisions about them wherever safe and possible;
- partnership working is central to effective safeguarding;
- safer recruitment, supervision, induction and training reduce risk;
- arrangements should be proportionate to the setting, activity and level of risk.

## **6. Types of abuse and harm**

Safeguarding concerns may include, but are not limited to, the following.

### **Children and young people**

- physical abuse;
- emotional abuse;

- sexual abuse;
- neglect;
- bullying, including online bullying;
- grooming or exploitation;
- domestic abuse affecting a child;
- child-on-child abuse;
- radicalisation or extremist influence;
- unsafe supervision;
- inappropriate relationships or breaches of boundaries.

### **Adults at risk**

- physical abuse;
- domestic abuse;
- sexual abuse;
- psychological or emotional abuse;
- financial or material abuse;
- modern slavery;
- discriminatory abuse;
- organisational abuse;
- neglect or acts of omission;
- self-neglect.

Concerns may arise from something seen, heard, disclosed, reported by another person, or noticed through a change in behaviour or circumstances.

## **7. Roles and responsibilities**

### **7.1 Full Council**

Full Council is responsible for adopting this policy and ensuring that the Council has appropriate safeguarding arrangements in place.

### **7.2 Ripon City Council acting as sole trustee of Alderman T F Spence Charity**

When acting as sole trustee, the Council is responsible for ensuring that the Alderman T F Spence Charity has suitable safeguarding arrangements for Quarry Moor and any activity delivered there under the charity's purposes. This includes ensuring that charity activity, partner use and volunteer activity at Quarry Moor are managed in line with this policy.

### **7.3 Chief Officer**

The Chief Officer is responsible for ensuring this policy is implemented, reviewed and understood by relevant staff, councillors, volunteers, hirers and partners.

### **7.4 Designated Safeguarding Lead**

The Designated Safeguarding Lead will:

- receive safeguarding concerns;
- ensure concerns are recorded;
- advise staff, councillors and volunteers;
- consider whether a referral is required;
- contact statutory safeguarding services, the police or other relevant bodies where appropriate;
- maintain confidential safeguarding records;
- ensure lessons are learned from incidents;
- support training, induction and awareness.

## **7.5 Deputy Designated Safeguarding Lead**

The Deputy Designated Safeguarding Lead will act when the Designated Safeguarding Lead is unavailable or where a concern relates to the Designated Safeguarding Lead.

## **7.6 Staff, councillors and volunteers**

All staff, councillors and volunteers must:

- understand and follow this policy;
- act appropriately and maintain safe boundaries;
- report safeguarding concerns promptly;
- avoid investigating concerns themselves;
- follow risk assessments, codes of conduct and site procedures;
- cooperate with safeguarding processes where required.

## **7.7 Contractors, hirers and partner organisations**

Contractors, hirers and partner organisations must:

- comply with Council safeguarding expectations;
- have appropriate safeguarding arrangements for their own participants, staff and volunteers;
- supervise their own groups;
- report safeguarding concerns arising on Council or charity-managed land or premises;
- provide copies of safeguarding policies where requested;
- comply with site rules, risk assessments and emergency procedures.

## **8. Responding to safeguarding concerns**

If a child, young person or adult at risk discloses abuse or harm, or if a concern is observed or reported, the person receiving the information must:

1. stay calm;
2. listen carefully;
3. take the concern seriously;
4. not promise confidentiality;
5. explain that information may need to be shared to keep people safe;
6. not ask leading questions;
7. not investigate;
8. record the concern as soon as possible;
9. report it to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

If someone is at immediate risk of harm, call 999. The Designated Safeguarding Lead should then be informed as soon as possible.

For non-emergency safeguarding concerns, the Designated Safeguarding Lead will consider whether a referral should be made to the relevant statutory service, including North Yorkshire children's social care, adult social care, the police, the Local Authority Designated Officer or another relevant safeguarding partner.

## **9. Recording and information sharing**

Safeguarding records must be factual, accurate, dated and stored securely. Records should include:

- the date and time of the concern;
- who was involved;
- what was seen, heard or disclosed;
- the person's own words where possible;
- any immediate action taken;
- who was informed;

- decisions made and reasons for those decisions.
- A form has been created for this purpose and is contained in **Appendix 2**

Information will only be shared with those who need to know. However, confidentiality must not prevent the Council from sharing information where this is necessary and lawful to protect a child, adult at risk or another person from harm.

Personal information will be handled in line with data protection law. Safeguarding information may be shared without consent where there is a lawful basis to do so, including where this is necessary to protect someone from harm or to support a statutory safeguarding function.

## **10. Safer recruitment, induction and DBS checks**

The Council will use proportionate safer recruitment and volunteer management arrangements for roles involving contact with children or adults at risk. This may include:

- role descriptions;
- application or expression of interest forms;
- identity checks;
- interviews or suitability conversations;
- references where appropriate;
- induction;
- safeguarding training or briefing;
- supervision and review;
- DBS checks where the role is eligible and the duties make this appropriate.

DBS checks will be considered on a role-by-role basis. They will be carried out where the role is eligible and where the duties make the check appropriate, particularly where there is regular, direct or unsupervised contact with children or adults at risk, or where the role may fall within regulated activity.

DBS checks will not be used as a substitute for safe supervision, appropriate boundaries, training, risk assessment and good management. Not all volunteering or public activity will require a DBS check.

## **11. Code of conduct**

Staff, councillors, volunteers, contractors, hirers and partners must:

- treat everyone with dignity and respect;
- use appropriate language;
- avoid favouritism;
- maintain appropriate boundaries;
- avoid unnecessary physical contact;
- avoid being alone with a child or adult at risk unless this is unavoidable, planned and risk assessed;
- never form inappropriate relationships through Council or charity activity;
- never exchange personal contact details with children or vulnerable participants unless authorised for a clear Council purpose;
- never use personal social media to contact children involved in Council or charity activity;
- report concerns promptly;
- follow Council policies, risk assessments and site procedures.

## **12. Allegations against staff, councillors, volunteers, contractors or partners**

Any allegation that a member of staff, councillor, volunteer, contractor, hirer or partner has harmed, abused, exploited or behaved inappropriately towards a child or adult at risk must be reported immediately to the Designated Safeguarding Lead.

If the allegation concerns the Designated Safeguarding Lead, it must be reported to the Deputy Designated Safeguarding Lead or Chief Officer. If the allegation concerns the Chief Officer, it should be

reported to the Mayor or appropriate nominated councillor, who must seek appropriate safeguarding advice.

The Council will:

- act promptly;
- ensure immediate safety;
- seek advice from the relevant statutory authority where required;
- consider whether the person should be removed from duties while enquiries take place;
- record decisions carefully;
- cooperate with statutory agencies;
- take disciplinary, contractual, trustee or referral action where appropriate.

Where an allegation concerns an adult working with children, advice may need to be sought from the Local Authority Designated Officer.

### **13. Hire spaces, events and public activities**

This policy applies to Council hire spaces and community facilities, including the Town Hall and Hugh Ripley Hall, and to charity-managed spaces at Quarry Moor where the Council is acting as sole trustee.

The Council will consider safeguarding as part of the planning and management of events, facility hire, public activities and use of Council or charity-managed land. This may include:

- risk assessments;
- appropriate staffing and supervision;
- emergency procedures;
- first aid arrangements;
- lost child procedures where relevant;
- safe use of toilets and welfare areas;
- contractor controls;
- photography and media consent;
- arrangements for children, adults at risk and people needing additional support.

Hirers and partner organisations remain responsible for safeguarding their own participants. The Council may require hirers or partners to provide evidence of suitable safeguarding arrangements, particularly where activities involve children, young people or adults at risk.

### **14. Quarry Moor Nature Reserve and Quarry Moor Hub**

Quarry Moor is held in trust and operated by the Alderman T F Spence Charity. Ripon City Council is the sole trustee. The site is intended to support recreation, leisure-time occupation in the interests of social welfare and, in particular, facilities for children. It is therefore especially important that safeguarding is considered clearly and proportionately in the management of the site.

Quarry Moor may be used for public access, volunteering, conservation activity, school visits, scout and guide sessions, youth activity, social prescribing, wellbeing sessions, walking and community events. In the past and in the future, the Quarry Moor Hub will provide a base for welfare, toilets, briefings, group management, storage and community activity.

Because Quarry Moor is an outdoor site with public access, uneven ground, practical conservation tasks and potential use by children and adults at risk, safeguarding must be considered in all organised activity.

For Quarry Moor activity, the Council, acting where relevant as sole trustee, will ensure that:

- activities are risk assessed;
- clear supervision arrangements are in place;
- visiting schools, scouts, guides and youth groups remain responsible for their own children and young people;

- health and wellbeing partners remain responsible for referral, assessment and participant support arrangements;
- volunteers are inducted and briefed;
- participants are not left unsupervised with unchecked adults where this would create risk;
- activities involving tools, conservation work or outdoor learning are planned safely;
- emergency, first aid and welfare arrangements are considered;
- contractors are managed appropriately when children or adults at risk are present;
- safeguarding concerns are recorded and reported in line with this policy.

The Council and the charity will not present Quarry Moor activity as clinical treatment. Where the site is used for social prescribing or wellbeing activity, the Council's role will be to provide a safe, supportive outdoor setting for movement, nature connection, volunteering and social activity. Health or care partners remain responsible for any clinical or referral decisions.

## **15. Photography, publicity and online communication**

The Council will manage photography, filming, publicity and online communication carefully. This applies to Council activity and to charity activity at Quarry Moor.

The Council will:

- obtain appropriate consent for identifiable images;
- seek parental or carer consent where required for children;
- avoid publishing children's full names alongside photographs;
- respect anyone who does not wish to be photographed;
- ensure images are appropriate and respectful;
- avoid use of personal devices for images where possible;
- ensure partners manage consent for their own groups unless otherwise agreed.

Staff, councillors and volunteers must not contact children through personal social media or private messaging as part of Council or charity activity. Communications should normally be through parents, carers, schools, group leaders or partner organisations.

## **16. Training and awareness**

The Council will ensure that relevant staff, councillors and volunteers are made aware of this policy. Training and awareness will be proportionate to role and risk. This may include:

- basic safeguarding awareness;
- role of the Designated Safeguarding Lead;
- responding to disclosures;
- safer recruitment and DBS eligibility;
- safeguarding adults;
- safeguarding children;
- managing volunteers;
- mental health awareness;
- event safeguarding;
- Quarry Moor-specific induction.

Volunteers involved in Quarry Moor activity will receive an induction appropriate to their role. This will include safe conduct, boundaries, reporting concerns, site risks and emergency procedures.

## **17. Review**

This policy will be reviewed at least every three years, or sooner if legislation, statutory guidance, Council activity, charity activity, site use or safeguarding practice changes significantly.

The Quarry Moor appendix and checklist should be reviewed whenever the site's use materially changes, including the introduction of new partners, regular school visits, social prescribing activity, new play facilities, or wider masterplan works.

## Appendix 1: Reporting route

If someone is in immediate danger, call 999.

For non-emergency concerns, report the concern promptly to:

<b>Designated Safeguarding Lead</b>	Susi Jenkins, Administrator, 01765 604097
<b>Deputy Designated Safeguarding Lead</b>	Mark Williamson, Deputy Chief Officer, 01765 604097
<b>North Yorkshire children’s social care</b>	<a href="#">Online form</a>
<b>North Yorkshire adult social care</b>	<a href="#">0300 131 2131</a> or <a href="#">Online Form</a>

The Council’s role is to refer, not investigate. Any formal investigation will be undertaken by the relevant statutory authority.

## Appendix 2: Safeguarding concern record

<b>Name of person completing form</b>	
<b>Role</b>	
<b>Date and time of concern</b>	
<b>Location</b>	
<b>Name of person affected</b>	
<b>Age/date of birth, if known</b>	
<b>Parent/carer/contact details, if relevant</b>	
<b>Nature of concern</b>	
<b>What was seen, heard or disclosed? Use exact words where possible</b>	
<b>Any visible injuries or signs of distress</b>	
<b>Names of witnesses</b>	
<b>Immediate action taken</b>	
<b>Was emergency assistance required?</b>	
<b>Who was informed?</b>	
<b>Date and time reported to Designated Safeguarding Lead</b>	
<b>Further action agreed</b>	
<b>Signature</b>	
<b>Date</b>	

### Appendix 3: Quarry Moor safeguarding checklist

For any organised Quarry Moor activity, officers or activity leads should consider:

- Who is attending?
- Are children or adults at risk involved?
- Is the activity Council-led, charity-led or partner-led?
- Who is supervising the group?
- Does the partner have its own safeguarding policy?
- Is a site and activity risk assessment in place?
- Are toilets, shelter and welfare arrangements available?
- Are emergency contacts needed?
- Is first aid cover needed?
- Are tools, water, uneven ground or conservation tasks involved?
- Are DBS checks required for any role?
- Is photography or publicity planned?
- Are volunteers clear on conduct and boundaries?
- Is there a clear reporting route for safeguarding concerns?
- Have any access, mobility, anxiety or wellbeing needs been considered?
- Are contractors on site, and if so, how will contact with children or adults at risk be managed?

### Appendix 4: Hirer and partner safeguarding declaration

For schools, youth groups, health partners, voluntary organisations and other groups using Council facilities, including the Town Hall, Hugh Ripley Hall, Quarry Moor Nature Reserve or Quarry Moor Hub.

The organisation confirms that:

- it has appropriate safeguarding arrangements in place;
- it will supervise its own participants;
- its staff and volunteers are appropriately checked and trained for their roles;
- it will report any safeguarding concern arising on Council or charity-managed land or premises to Ripon City Council;
- it will comply with site rules, risk assessments and emergency procedures;
- it will manage consent for photography and publicity for its own participants unless otherwise agreed.

<b>Organisation</b>	
<b>Lead contact</b>	
<b>Role</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Date of activity</b>	
<b>Signed and dated</b>	

## **Appendix 5: Adoption by Alderman T F Spence Charity**

Suggest the above Committee adopt the following, naturally, but also explicitly at its next meeting.

"Resolved that Ripon City Council, acting as sole trustee of the Alderman T F Spence Charity, adopts the Ripon City Council Safeguarding Children and Adults at Risk Policy for the purposes of the charity's operation of Quarry Moor Nature Reserve and Quarry Moor Hub, subject to future review and any charity-specific amendments required."