

CHILD AND VULNERABLE PERSONS SAFEGUARDING POLICY

1. Introduction

1.1 Hurstpierpoint & Sayers Common Parish Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and promotes a safeguarding culture and environment.

2. Safeguarding

2.1 The council will endeavour to safeguard children and vulnerable persons, in that:

- The welfare of the child and vulnerable adult is paramount
- All children and vulnerable adults have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff, volunteers and elected members of the council are not to deal with situations of abuse or to decide if abuse has occurred but have a responsibility to report concerns to the Clerk.

3. Duty of Care

3.1 Hurstpierpoint & Sayers Common Parish Council has a duty of care to protect others from harm; this includes a range of processes including risk assessment and health & safety practices. Due to the nature of the role and the potential for unsupervised access to children and vulnerable adults, the following posts are deemed relevant for a DBS check:

- i. Clerk and Assistant Clerks
- ii. Facilities Manager
- iii. Maintenance Office

3.2 Disclosure and Barring Service (DBS) checks will be carried out in accordance with the eligibility criteria in the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975.

3.3 Allegations or suspicions of inappropriate behaviour by a member of staff or Councillor must be referred immediately to the Clerk who will refer the matter to West Sussex County Council for investigation.

3.4 For children phone: 01403 229900. For emergencies which require a same day response, please call 07711 769657.

3.5 For vulnerable adults phone: 01243 642121. For emergencies which require a same day response, please call 033 022 27007.

You must REFER; you must not investigate

If you or someone else is in immediate danger, call the police on 999.

Date adopted