



Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

SAFEGUARDING POLICY

Presented to Council on 23 May 2024

1. Introduction

Hurstpierpoint & Sayers Common Parish Council expect that all who use our services and facilities are treated with respect and kept safe from harm. We are committed to taking all reasonable precautions to safeguard the welfare of children, young people and vulnerable persons when they are engaged in any activity associated with the Parish Council and/or whilst using our premises and facilities.

2. Safeguarding Procedures

- 2.1 The council will endeavour to safeguard children and vulnerable persons, in that:
 - The welfare of the child, young person and vulnerable adult is paramount;
 - All children, young people and vulnerable adults have the right to protection from abuse;
 - All suspicions and allegations of abuse or neglect will be taken seriously and responded to swiftly and appropriately.
- 2.2 All staff, councillors and volunteers have a duty to report safeguarding and/or child protection concerns to the Clerk who is the Designated Safeguarding Officer for the Council. In their absence concerns should be reported to the Chairman of the Council. Concerns must be reported but should not be investigated. The Clerk will log concerns and record action taken. This information will be stored confidentially.
- 2.3 Allegations or suspicions of inappropriate behaviour by a member of staff, volunteer, councillor or contractor must be referred immediately to the Clerk who will refer the matter to West Sussex County Council for investigation. The Clerk will log concerns and record action taken. This information will be stored confidentially.
- 2.4 Contact numbers for reporting concerns:
 - About children:
West Sussex Safeguarding Children Partnership 01403 229900.
Out of hours emergency 0330 222 664.
 - About vulnerable adults:
Adult Social Care 01243 642121.
Out of hours emergency 0330 227 007.

3. Duty of Care

- 3.1 Hurstpierpoint & Sayers Common Parish Council has a duty of care to protect others from harm. We have risk assessment and health & safety practices which link with our equal opportunities, data-protection and whistle-blowing policies amongst others.
- 3.2 Due to the nature of the role as keyholders to venues, 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. Estates & Facilities Manager
- iii. Maintenance Officer

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 The Parish Council will display on notice boards in the village and in the Village Centre and Court Bushes Community Hub relevant safeguarding contacts for advice and help. A copy will also be made available on the Parish Council website.
- 3.4 Hirers of Parish Council facilities must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

If you're worried about a child or young person, you can call the NSPCC helpline for support and advice for free on 0808 800 5000.

Children can call Childline any time on 0800 1111 or download the 'For Me' app.

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