



# Horley Town Council

## Child Protection and Vulnerable Persons Policy

### 1. Introduction

- 1.1 Horley Town 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 have a responsibility to report concerns to the appropriate officer (the Clerk);
- All staff, volunteers and elected members of the Council are not to deal with situations of abuse or to decide if abuse has occurred.

### 3. Duty of Care

- 3.1 Disclosure and Baring Service (DBS) checks will be carried out in accordance with the eligibility criteria in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- 3.2 Horley Town Council has a duty of care to protect others from harm; this includes a range of processes including risk assessments and health and safety practices.
- 3.3 We require regular hirers of our premises who have a responsibility for children or vulnerable persons to have their own safeguarding policy and procedures in place and provide us with an assurance that these are implemented.
- 3.4 Regular hirers of our premises must pay due regard to the safety and well-being of children and vulnerable persons and to accept full responsibility for those in their care.

- 3.5** 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 Social Services at Surrey County Council and the Police, as appropriate, for investigation.
- 3.6** Every effort shall be made to ensure that confidentiality is maintained for all concerned.
- 3.7** Information will be handled and disseminated on a need to know basis only, this is usually Social Services at Surrey County Council and the Police, as appropriate.
- 3.8** Allegations or concerns will never be discussed, as any breach of confidentiality could be damaging to the child or young person, their family, those who are the subject of allegations and any child protection investigations that may follow.

**You must refer; you must not investigate**

*This Child Protection and Vulnerable Persons Policy is subject to review every 3 years or when there are any changes in legislation.*

***Approved by Full Council: 12 February 2019  
Next review date: April 2022***