CAPEL PARISH COUNCIL

Safeguarding Policy

Protecting children and adults at risk

Status	Final	**Policy owner**	Parish Clerk
Adopted	November 2026	**Minute reference**	Item 18, 16/11/2026
Last reviewed	November 2026	**Next review**	November 2027
Review cycle	Annual	**Applies to**	Councillors, staff, volunteers and contractors

1. Purpose and commitment

Capel Parish Council is committed to protecting children and adults at risk of harm in everything it does, including its play areas, outdoor gyms, pavilions, parish hall, allotments, events and grant funding. Everyone has a responsibility to act on concerns. This policy follows the Children Acts 1989 and 2004, the Care Act 2014, Working Together to Safeguard Children, and the Surrey safeguarding partnerships' guidance.

2. Key principles

- The welfare of the child or adult at risk comes first.
- The Council is **not** an investigating body. We recognise, record and refer.
- Do not promise absolute confidentiality. Share concerns only with the people who need to know.
- Treat everyone with respect, whatever their age, disability, race, religion, sex or sexual orientation.

3. Responsibilities

- **Designated Safeguarding Lead (DSL):** the Parish Clerk. **Deputy:** Chair
- **Council:** adopts and reviews this policy at least annually, receives an annual safeguarding report, and makes sure staff and volunteers have appropriate training and checks.
- **Everyone:** knows who the DSL is, behaves appropriately, reports concerns at once.

4. Recognising concerns

Concerns may arise from something a person says, injuries, changes in behaviour, neglect, signs of abuse (physical, emotional, sexual, financial, domestic, modern slavery, exploitation, radicalisation) or from a disclosure by someone else. Adults at risk are people aged 18 or over who need care and support and cannot protect themselves from abuse or neglect because of those needs.

5. What to do

1. **Emergency or immediate danger: call 999.**

2. Listen, stay calm, do not ask leading questions or investigate, and tell the person you must pass it on.

3. Write down what was seen or said, using their words, with date, time and your name, as soon as possible.

4. Tell the DSL (or the Deputy or Chair if the DSL is the subject). If you cannot reach them, report directly to the authority below.

5. The DSL consults and refers to the statutory authority without delay:

Concern about	Refer to	Contact
A child	Surrey Children's Single Point of Access (CSPA)	Phone: **0300 470 9100**
An adult at risk	Surrey Adult Social Care	Phone: **0300 200 1005**
A person's conduct (staff, volunteer, councillor)	Local Authority Monitoring Officer	Arabella Davies, MVDC
A crime	Police	999 / 101

6. Safe recruitment and checks

Roles with regular, unsupervised contact with children or adults at risk are risk assessed to decide whether an enhanced DBS check is lawful and necessary. Volunteers are treated the same as staff. References are taken up. The Council records that a check was done but does not keep the certificate (see the Retention Schedule).

7. Good practice

- Avoid unsupervised one-to-one contact with children where possible. Never be alone behind a closed door.
- Use Council-approved photography and consent arrangements; do not take or share images of children without parental consent.
- Hirers of Council premises and organisers of events that involve children must have their own safeguarding arrangements, and the hire agreement says so.
- Play and outdoor-gym inspections and the risk register include safeguarding hazards (for example lighting, visibility).

8. Allegations against staff, volunteers or councillors

Report to the DSL (or the Chair if it concerns the DSL) immediately. Do not investigate. The DSL or Chair refers it to the LADO or the relevant authority and considers suspension or other protective steps while following the Staff Handbook disciplinary procedure or the Code of Conduct. Where someone is removed because of harm or risk of harm, the Council will consider a referral to the Disclosure and Barring Service.

9. Records and review

Safeguarding records are confidential, kept securely and separately, and shared only on a need-to-know basis (see the Information Governance Policy). This policy is reviewed annually.