Hassocks Parish Council
Safeguarding Policy
Approved 13 October 2026 (PC26/87.1)

SAFEGUARDING POLICY

1. Policy Statement

Hassocks Parish Council is committed to ensuring the safety and wellbeing of children (aged under 18 years) and adults (with care and support needs) who come into contact with the Council through its services, facilities, activities, events, staff, councillors and volunteers.

The Council recognises its responsibility to:

- Provide a safe environment for all users of its facilities and services.
- Prevent abuse, neglect and exploitation where reasonably possible.
- Respond appropriately to safeguarding concerns.
- Work with statutory agencies where concerns are identified.
- Ensure staff, councillors and volunteers understand their safeguarding responsibilities.

2. Duty of Care

Indicators of abuse or inappropriate behaviour by a member of staff, Councillor, user of the Council's facilities, or member of the public should never be ignored.

Hirers of Parish Council facilities are responsible for safeguarding arrangements for children or adults at risk in their care. They may be required to confirm they have safeguarding procedures in place, and they should ensure that activities are only provided by experienced and suitably qualified people. Hirers are required to report any concerns relating to the welfare of children and adults at risk to the Council.

3. Disclosure and Barring Service (DBS) Checks

A DBS check is a UK criminal record check used by employers to see whether someone has any relevant convictions or cautions. There are four levels available, depending on the nature of the position: Basic, Standard, Enhanced, and Enhanced with Barred Lists. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 outlines which roles are eligible for DBS checks.

The Council recognizes that most administrative and governance roles are not eligible for Standard or Enhanced DBS checks but

- Basic DBS checks may be obtained where considered proportionate and lawful.
- Enhanced DBS checks may be required where individuals undertake activities that qualify under safeguarding legislation i.e. employment/volunteering roles working with unsupervised children and/or vulnerable adults.

4. Designated Safeguarding Lead

The Parish Council has appointed the Parish Clerk as the Designated Safeguarding Lead (DSL). The DSL will:

- Act as the first point of contact for safeguarding concerns.
- Maintain safeguarding records.
- Liaise with statutory agencies where appropriate.
- Provide advice and support to staff and councillors.

5. Reporting concerns

If you think a child or adult (with care and support needs) is at immediate risk of harm call 999.

Allegations or suspicions of abuse or inappropriate behavior relating to Council services, facilities, activities, events and personnel must be referred immediately to the Parish Clerk (DSL) who will refer the matter to the appropriate authorities for investigation. The DSL will log concerns and record action taken; this information will be stored confidentially.

CONTACT: Elaine Langridge, Parish Clerk (DSL)
Tel: 01273 842714
Email: clerk@hassocks-pc.gov.uk

The West Sussex Safeguarding Children Partnership (WSSCP) is the statutory multi-agency body responsible for coordinating child safeguarding across West Sussex.
Tel: 01403 229900 (Mon – Fri 9am – 5pm)
Tel: 033 022 26664 (out of hours enquiries) or Tel: 07711 769657 (no texts)
Email: wsscp@westsussex.gov.uk
Address: County Hall South, Chichester, PO19 1RQ

The West Sussex Safeguarding Adults Board (WSSAB) is a multi-agency partnership dedicated to the well-being of adults with care and support needs.
Tel: 01243 642121 (Mon – Fri 9am – 5pm)
Tel: 033 0222 7007 (out of hours enquiries)
Email: socialcare@westsussex.gov.uk
Address: Adults' CarePoint, Second floor, The Grange, County Hall, Chichester, PO19 1RG