

EAST GRINSTEAD TOWN COUNCIL

25th June 2024

A meeting of the **EAST GRINSTEAD TOWN COUNCIL** is to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **MONDAY 1ST JULY 2024** at **7pm**.

Questions relating to matters on the agenda may be submitted at the beginning of the meeting during public participation. The public are welcome to attend in person at East Court or via Zoom. The public need not give their name, but are required to advise whether they live in the East Grinstead Parish.

A request for the zoom link should be sent via email to towncouncil@eastgrinstead.gov.uk before 12 noon on the day of the meeting.

J W Holden,
Town Clerk.

AGENDA

- 1 To commence not later than 7.30 p.m. - Apologies for absence.
- 2 To confirm the Minutes of the Town Council Meetings held on 14th May and 20th June.
- 3 To receive any Declarations of Personal, or Pecuniary Interest.
- 4 Town Mayor's Announcements
- 5 To receive such communications as the Leader of the Council may desire to lay before the Council.
- 6 To Dispose of any business outstanding from the last meeting
- 7 Principal Council Update – MSDC
Due to the approaching general election the council is advised not to have controversial nor political matters on the agenda. We were unable to secure an officer from the District Council and therefore there is no update for this agenda.

8 To receive and consider the Minutes of Committees:

	Date	Page Nos	Minute No
(a) Environmental & Sustainable Travel	13/05/2024	1	1-3
(b) Planning	13/05/2024	2	4-6
(c) Public Services	13/05/2024	3	7-9
(d) Amenities & Tourism	13/05/2024	4	10-12
(e) Finance & General Purposes	13/05/2024	5	13-15
(f) Planning	14/05/2024	6-15	16-25
(g) Environmental & Sustainable Travel	30/05/2024	16-19	26-35
(h) Planning	03/06/2024	20-24	36-42
(i) Public Services	05/06/2024	25-29	43-53
(j) Amenities & Tourism	13/06/2024	30-33	54-65
(k) Finance & General Purposes	20/06/2024	34-37	66-83
(l) Personnel sub-committee	24/06/2024	38-40	84-87
(m) Planning	24/06/2024	41-48	88-95

9 To authorise the sealing of the following documents: -

Grant of Exclusive Right of Burial Numbers: 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328 and 2329

10 To approve amendments to the membership and meeting frequency of the Environmental and Sustainable Travel Committee.

This Committee has been exceptionally busy over the past year but has now requested that their membership number be reduced to 5 plus the ex officio members from the existing 7. In addition the committee would like to fall in line with the other committees (it already is the first meeting in the cycle), but would like to remove the extra meetings that have been in place outside of the meeting cycle. The Chair and Vice Chair were determined at the May meeting as Cllrs Ody and Farren respectively for 2024/25, this will not be affected by this decision. However the Councils standing orders regarding this committee membership will be altered.

Proposed: 1) Committee to be reduced to 5 plus Ex Officio Mayor and Deputy Mayor (Cllrs Gibbs, Godwin, Farren, Mockford and Pond).
1) The meetings scheduled for 25th July and 16th January to be removed from the remainder of the 2024/25 calendar of meetings.

11 Policies for Youth Club

The Council will be aware that the Finance and General Purposes Committee have been reviewing policies. The new Youth Club which starts in September needed some specific policies which were not ready in time for the Committee and therefore are presented to Council for approval. It must be noted that these policies are specifically for the youth club activity but do blend with the existing council policies.

Proposed: Council approve the Sunnyside Youth Club; Child Protection Policy, Safeguarding Policy and the Code of Conduct for staff and volunteers appended to this agenda.

12 Recruitment of Town Clerk

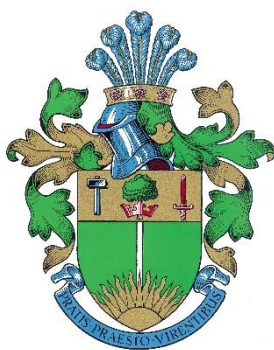
Council are aware that the Town Clerk having been offered a new position has tendered her resignation and will be leaving the Council on 16th September. The Personnel Sub Committee met on 24th June to consider the process and panel members for recruitment.

The minutes, process, Job Description, Person specification and Advert are attached for approval. It is intended to advertise the post from 2nd July with the hope of getting a new Clerk in place for some handover before Mrs Holden leaves the Council.

Proposed: To approve the process for recruitment of a Clerk

13 Lester Porter - Chairman of the East Grinstead Museum will give an address as to the current plans for expansion at the Museum.

The date of the next meeting of the Town Council is **Monday 7th October 2024**



Child Protection Policy

Contents

1. Statement of commitments	1
2. Working with Children & Young People	1
3. Guidance for safer working practices	1-2
4. Good practice to protect against allegations of abuse	2-3
5. Photography & interviews	3
6. Off-site & residential events	3
7. Signs & Types of abuse	3-4
8. Suspicions/Reports of abuse	4-6
9. Radicalisation & Extremism	6-7

1. Statement of Commitment

- 1.1 Sunnyside Youth Club is fully committed to the welfare of all young people who make use of its facilities and will ensure appropriate methods are implemented and adhered to protect them from neglect and physical, sexual and emotional harm.'
- 1.2 'All young people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/ or sexual identity have the right to protection from abuse.'
- 1.3 Sunnyside Youth Club recognises it has a "legal duty of care" towards safeguarding the welfare of all young people, and that it is the responsibility of the management committee and all staff to remain alert and report any potential cases of abuse and neglect.'

2. Work with Children and Young People

- 2.1 Sunnyside Youth Club require all those working directly with children, young people and adults at risk on behalf of the charity in any situation to follow the procedures below, to create a safe environment in which to work with them.

3. Guidance for safer working practice

- 3.1 The word "session" is used below to cover all delivery of our work and "staff" includes apprentices, Trustees, staff, volunteers, freelancers and consultants:
- Staff must always give due regard to issues of safety. This includes carrying out appropriate risk assessments before all sessions. (See Sunnyside Youth Club Health and Safety.doc). Due regard should be given to the potential influences and associated risks that different groups will have on each other.
 - Staff working with children, young people and adults at risk should:
 - 1) be appropriately trained and qualified to ensure the safe provision of services, coaching and use of equipment.
 - 2) should carefully plan sessions with the care and safety as their primary concern including the use of appropriate activities that are testing and stretching yet not unnecessarily rough or overly demanding.
 - Staffing ratio guidelines must be followed. In practice the ratio of responsible adults to children tends to be 1:8 regardless of age, other guidance suggests 1:10 for older children. It is recommended that, even if the ratio only requires one adult, there is always a minimum of two staff with legal responsibility present for children under eight years old. At Sunnyside Youth Club ratios are managed to each instructed activity session, and a group leader/teacher must also be present.
 - Wherever possible, staff should avoid being alone with children, young people and adult at risk, and staff shouldn't take them to their own home. Staff shouldn't offer a lift to a child, young person or adult at risk unless they have written parental consent, or a second adult (preferably group leader) is present.
 - Staff planning sessions at third party premises must ensure that they have a 24hour emergency contact system in place for the event for appropriate staff and services.
 - Staff will be expected to keep an attendance register for all organised sessions.

- Parental consent and medical information about the child, young person and/or adult at risk must be obtained in advance when Sunnyside Youth Club is working directly with, and has responsibility for, them. Youth Leaders who are accompanying the children, young people and adults at risk should have obtained appropriate parental consent and medical information about them prior to the Sunnyside Youth Club event. Staff (inc. group leaders / teachers), should have access to Information and Parental Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations.
- Children, young people and adults at risk and their parents should be given a 'named appointment' to whom they may report any worries or concerns. The contact names and telephone numbers should be visibly displayed at events.
- Staff should ensure that programmes follow agreed timings and locations.
- Staff are expected to promote, demonstrate and incorporate the values of fairness, trust and ethical practice – Staff must respect all individuals whatever their age, development stage, ability, sex, sexual orientation or ethnicity 'throughout the session.
- Staff should behave and dress in a manner that promotes recognised good practice in relation to safeguarding.
- Residential and Events for Young People should be alcohol free
- All accidents/incidents involving staff or participants should be recorded using the accident forms immediately or as soon as practicably possible.
- Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.
- Staff are responsible for reporting suspected cases of child abuse to the appropriate people.

4. Good Practice to protect against allegations of abuse

4.1 You shouldn't:

- Spend excessive amounts of time alone with children, young people and adults at risk away from others.
- Take children, young people and adults at risk to your own home);
- Offer a lift to a child, young person or adult at risk unless they have written parental consent, or a second adult (preferably group leader) is present.

Where occasions arise where it is unavoidable that these things do happen, they should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's, young person's or adult at risk's parents/guardians.

4.2 Never:

- Engage in rough physical activities including horseplay.
- Engage in sexually provocative activities.
- Allow or engage in inappropriate touching of any form. (Note: where contact is essential for H&S requirements, i.e. an outdoor instructor kitting up activity participant, this is done through clear communication, with participant consent and follows training guidelines.)
- Allow children, young people or adults at risk to use inappropriate language unchallenged.

- Make sexually suggestive comments about or to a child, young person or adult at risk even in fun.
- Let an allegation a child, young person and/or adult at risk makes during a group session go unchallenged or unrecorded.
- Do things of a personal nature for children, young people and/or adult at risk that they can do themselves.
- Place yourself in a situation where you will be left alone with a child, young person and/or adult at risk. Always seek help from another worker
- If you do have to do things of a personal nature for children, young people and/or adult at risk (support, give lifts) particularly if they are very young or disabled, then you should obtain the full consent of their parents and ensure a second adult is present

In an emergency, which requires this type of help, parents should be fully informed as soon as is practicable.

5. Photography and Interviews

- 5.1 Appropriate rules need to be set in line with the service being provided, for example there is no photography allowed at swimming pools.
- 5.2 The NSPCC recommends using models or illustrations to promote an organisation's work and advises that names should never be matched to photographs. The Football Association advises that photographs should focus on the activity and not on a specific young person.
- 5.3 Formal permission should be obtained for the use of any images or quotes, whether of a child, young person or adult at risk; apart from child protection issues, photographs, and quotes/interviews that identify the person, are classed as personal information and, as such, are governed by Data Protection laws (see Sunnyside Youth Club's Data Protection policy and procedures).

6. Off-site and Residential Events

- 6.1 Sunnyside Youth Club is not responsible for a child, young person or adult at risk while they are travelling to and from Sunnyside Youth Club's event unless agreed with Sunnyside Youth Club beforehand. It is the responsibility of the parent/guardian or local authority to make appropriate travel arrangements for them.
- 6.2 Sunnyside Youth Club requires leaders organising residential events for children, young people and adults at risk to make appropriate sleeping arrangements to ensure the safeguarding of individuals and minimise risk.
- 6.3 All offsite and residential events must be managed in accordance with departmental operating procedures and relevant Sunnyside Youth Club policies.

7. Signs and Types of Abuse

Signs of Child Abuse:

- 7.1 Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.
- 7.2 Some signs that could alert staff and volunteers to the fact that a child, young person or adult at risk might be being abused include:
- Unexplained bruising and injuries
 - Sexually explicit language and actions
 - Sudden changes in behaviour
 - Something a child has said
 - A change observed over a long period of time e.g. losing weight or being increasingly dirty or unkempt.
- 7.3 If a child, young person or adult at risk displays these signs it does not necessarily mean that they are being abused. Similarly, there may not be any signs; you may just feel something is wrong. If you are worried, it is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it by reporting it appropriately. **See Appendix 1 for Types of Abuse**

8. Suspicions/Reports of Abuse

- 8.1 It is not the responsibility of staff or volunteers to deal with suspected abuse, but it is their responsibility to report concerns in line with guidance on reporting child abuse. You may find that these suspicions back up other recorded incidents. Remember, do not investigate – do report.
- 8.2 The following information covers different safeguarding scenarios – follow the one that is appropriate in the situation.
1. If a child, young person or adult at risks' behaviour/appearance gives reason for concern or they have an unusual physical injury or they confide about abuse, the procedure below **MUST** be followed:
 - a. immediately inform the Youth Worker or Safeguarding Officer.
 - b. use the Incident Record Form to make a record of your actions, include anything the child, young person or adult at risk said, anything you asked the child, and your observations. This may be used as evidence later. Record only the facts as you know them.
 - c. ensure the child has access to an independent adult (e.g. youth worker).
 - d. if abuse is suspected, you or the Youth Worker should report concerns directly to the Safeguarding Officer immediately. It is the responsibility of the safeguarding officer to inform the appropriate authorities.
- 8.3 The following are some key Do's and Don'ts if a child, young person or adult at risk reports abuse:
- Always:
- Stay calm – ensure the child, young person or adult at risk is safe and feels safe.
 - Make a notes and as soon as possible after the event write up a detailed account of what you and the child, young person or adult at risk discussed.

- Allow the child, young person or adult at risk to speak without interruption, accepting what you have been told. (This should not be seen as believing or disbelieving what you have been told)
- Reassure the child, young person or adult at risk and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do not promise to keep it a secret and tell the child it is your responsibility to inform others.
- Tell the child, young person or adult at risk that you will try to offer support, but you will have to pass the information on.
- Alleviate feelings of guilt and isolation, without passing any judgement.

Never:

- Rush into details that may be inappropriate.
- Make promises you cannot keep.
- Take sole responsibility – consult someone else so that you can protect the child, young person or adult at risk and gain support for yourself.

8.4 If you receive an allegation from an adult about another adult or yourself the procedure that MUST be followed is:

- a) immediately inform the Safeguarding Officer.
- b) record the facts as you know them and give a copy of the record to your manager.
- c) if an allegation is suspected, concerns should be reported directly to the Sunnyside Youth Worker or in their absence the East Grinstead Town Council Safeguarding Officer. It is the responsibility of the safeguarding officer to inform the appropriate authorities.

8.5 If you receive a request for advice from anyone external of the Charity about suspected/reported abuse of a child, young person or adult at risk the procedure that MUST be followed is:

- a) advise them to make a note as soon as possible detailing the facts as known and, if they spoke with the child, young person or adult at risk, what was discussed.
- b) advise them to contact the nearest Children's Social Care with details of the concerns/report, including a copy of the written notes.
- c) don't give them a copy of Sunnyside Youth Club's procedure, but you may give details of the organisations/publications detailed within it.
- d) immediately inform your manager or Safeguarding Officer.
- e) record the facts as you know them and give a copy of the record to the Manager.
- f) if abuse is suspected you or the Manager should report concerns directly to the Sunnyside Youth Club Safeguarding Officer or in their absence the East Grinstead Town Council Safeguarding Officer. It is the responsibility of the safeguarding officer to inform the appropriate authorities.

8.6 If you are concerned that a child, young person or adult at risk is or may be subject to abuse or harm:

- a) Make a written, dated note of observations.

- b) immediately inform your manager or Sunnyside Youth Club Safeguarding Officer or in their absence the East Grinstead Town Council Safeguarding Officer as soon as possible, who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter and/or make a referral to the appropriate external authority.

8.7 The following outlines the steps you should take if you are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the well-being of a child, young person or adult at risk.

- a) If you are concerned that a member of staff is harming or abusing a child, young person or adult at risk, you must report your concerns immediately to your line manager, or Safeguarding Officer. Where it is appropriate to do so, relevant HR procedures may be initiated, and/or a referral made to an external agency.
- b) If you suspect any other person is harming or abusing a child, young person or adult at risk, you should contact your line manager, Director or Safeguarding Officer. However, you can contact Children's Services, Adult Services or the Police.

8.8 If you have urgent concerns about the safety of a child, young person or adult at risk and are unable to contact your line manager or Safeguarding Officer, or in their absence the East Grinstead Town Council Safeguarding Officer, do not hesitate to contact Children's service, adult services or the police. These external agencies will be able to determine an appropriate course of action.

9. Making a Referral

9.1 If you are concerned that a child, young person or adult at risk, may be at risk or has disclosed that they are being harmed, you should contact your line manager or Safeguarding Officer. Your line manager or Safeguarding Officer will assess the concerns to determine whether to refer to an external agency needs to happen or can be addressed via the East Grinstead Town Council's internal procedures.

9.2 Where a referral is to be made externally, the safeguarding officer will report the matter to the authorities. The external agency will conduct their own investigation. Anonymity may not be maintained on reporting.

10. Radicalisation & Extremism

10.1 The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children, young people and adults at risk. This can include involving them in extremist activity in the UK or abroad putting them in extreme danger. Children and young people are being targeted by adults who hold extreme views that advocate violence. There has also been an increase in far-right extremism, which can also draw them into violence. Sunnyside Youth Club staff, including apprentices, trustees, volunteers, freelancers and consultants working directly with children, young people and adults at risk must be aware of radicalisation and extremism and report any suspicions of radicalisation and extremism immediately to your manager or Safeguarding Officer.

- 10.2 Radicalisation and extremism can put a child or young person at risk of being drawn into violence and criminal activity and has the potential to cause significant harm. Radicalisation is a process by which an individual, or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or undermine contemporary ideas and expressions of a nation. Children and young people may become radicalised if they feel:
- Isolated and lonely or wanting to belong.
 - Unhappy about themselves and what others might think of them.
 - Embarrassed or judged about their culture, gender, religion or race.
 - Stressed or depressed.
 - Fed up of being bullied or treated badly by other people or by society;
 - Angry at other people or the government.
 - Confused about what they are doing.
 - Pressured to stand up for other people who are being oppressed.
 - The desire to be valued and respected
 - There are few other options open to them
 - No one is listening to them/have no voice
- 10.3 Extremism is when people have very strong opinions, and these could become extreme. People who have certain beliefs about politics or religions which are hateful, dangerous or against the law are often known as extremists. This harmful behaviour is called extremism. Extremists might use violence and damage to express their views. And extremist racial or religious groups might use, religion, hate, fear or violence to control and influence people. There are many groups and individuals who hold extremist views both within the UK and internationally, some are more dangerous than others and Sunnyside Youth Club staff need to be aware of how they can affect young people in a negative way and what you should do to support children and young people or adults at risk who are in danger of being radicalised.
- 10.4 Sunnyside Youth Club staff, including apprentices will be expected to have completed PREVENT awareness training at a minimum biannually to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas.
- 10.5 Trustees, volunteers, freelancers and consultants ideally will have completed the PREVENT awareness training if direct delivering Sunnyside Youth Club services to children and young people, however it is recognised this is not always practical and therefore a minimum requirement is that they have read this document and have acknowledged reading it.

Adoption date:
Reviewed:

Types of Abuse:

Abuse: A form of maltreatment of a child. Somebody may cause abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child, young person or adult at risk. **Emotional abuse:** Emotional abuse is the persistent emotional maltreatment of a child, young person or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children, young people or adult at risk. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children, young people or adult at risk frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment of a child, young person or adult at risk, though it may occur alone.

Sexual Abuse & Sexual Exploitation: Sexual abuse involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, including sexual exploitation, whether they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g. rape and buggery) or nonpenetrative acts. They may include non-contact activities, such as involving children, young people or adults at risk in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect: Neglect is the persistent failure to meet a child, young person or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter, (including exclusion from home or abandonment)
- Protect a child, young person or adult at risk from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child, young person or adult at risk's basic emotional needs.

Discriminatory Abuse: Including racial or sexual harassment and abusive treatment based on a child, young person or adult at risk's disability.

Abuse of Disabled Children: Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of

disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse for a few reasons including:

- Having fewer social contacts than other children, young people or adult at risk.
- Receiving intimate personal care from a larger number of carers.
- Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser.
- Having communication difficulties resulting in difficulties in telling people what is happening.
- Being reluctant to complain for fear of losing services.
- Being particularly vulnerable to bullying or intimidation.
- Being more vulnerable to abuse by peers than other children, young people or adults at risk.

Disability is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty; an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

Bullying: Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

Self-Harming Behaviour: Children, young people and adults at risk who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of their health or development and in some circumstances present significant harm or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

Female Genital Mutilation (FGM): Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on new born babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). Under the act it is an offence to arrange, procure, aid or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

Forced Marriage: A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children, young people or adults at risk, susceptible to physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care.

In the case of a child, young person or adult at risk, in danger of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the person.

Online abuse: Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. It can take place anywhere and anytime.

Online child sexual abuse: When sexual exploitation happens online, young people may be persuaded, or forced, to:

- send or post sexually explicit images of themselves
- take part in sexual activities via a webcam or smartphone
- have sexual conversations by text or online.

Abusers may threaten to send images, video or copies of conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the sexual abuse has stopped.

Online bullying or cyberbullying: Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games, and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images, or videos.

Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' – sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations.

Online grooming: Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking.

Groomers can use social media sites, instant messaging apps including teen dating apps, or online gaming platforms to connect with a young person or child.

They can spend time learning about a young person's interests from their online profiles and then use this knowledge to help them build up a relationship.

It's easy for groomers to hide their identity online – they may pretend to be a child and then chat and become 'friends' with children they are targeting.

Groomers no longer need to meet children in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

Sexting: Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, laptops etc – any device that allows you to share media and messages. Sexting may also be called 'trading nudes', 'dirties' or 'pic for pic'. The creating or sharing of explicit images of a child is illegal, even if the person doing it is a child.

Cuckooing: Cuckooing is the process whereby criminal gangs target the homes of vulnerable people to use their premises for criminal activity. Many of the victims are particularly vulnerable and criminal gangs may use threats and intimidation to gain access to the property to engage in criminal activity such as drug dealing, sexual exploitation etc.

Criminal exploitation: county lines; Criminal exploitation of children or vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Peer on peer abuse; Children can abuse other children. It can take many forms including: bullying; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Sexual violence and sexual harassment can occur online and offline. Evidence shows that girls, children with special education and needs disabilities (SEND) and lesbian, gay, bisexual and transgender (LGBT) children are at greater risk. Peer on peer abuse tends to be experienced by children aged 10 and upwards, with those abusing them being slightly older. Signs of possible peer

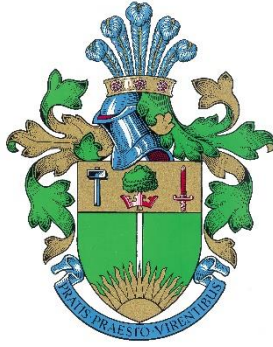
on peer abuse include but are not limited to:

physical injuries - drug and alcohol abuse - going missing - committing criminal offences - disengagement from school - poor mental health - sexual health concerns.

Trafficking: Children, young people and adults at risk can be trafficked into, within and out of the UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child, young person or adult at risk who is recruited, transported, transferred, harboured or received for exploitative reasons is a victim of trafficking, whether they have been forced or deceived. This is because it is not considered possible for children, young people or adults at risk in this situation to give informed consent. Even when they understand what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children, young people and adults at risk are protected too.

Children, young people and adults at risk are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them. Trafficking is carried out by individual adults and organised crime groups.

Consensual sexual activity involving a young person under 18 years is not abusive, but it may be, and a child or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example, because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a teacher); where one person is vulnerable because of disability or capacity; where the child/young person is in the care of another away from home. No child under the age of 13 or under can consent to any sexual activity according to the Sexual Offences Act (2003)



SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

Contents

1. Policy Statement & Definitions	1
2. Promoting a Safe Environment	1
3. Expectations of Behaviour	1
4. Safe Working Practice	2
5. Allegations Against Staff & Volunteers	2
6. Whistleblowing	2
7. Causes for Concern	3

1. Policy Statement & Definitions

- 1.1 Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Town Council facilities and attending Town Council events.
- 1.2 Children and young people are defined as anyone under the age of 18. Vulnerable adults are defined as anyone over 18 who is:
- Unable to care for themselves
 - Unable to protect themselves from significant harm or exploitation
 - Or may be in need of community care services
- 1.3 This policy applies to anyone working for or on behalf of the Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.
- 1.4 It also applies to any individual hiring, leasing, or using the Town Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.
- 1.5 Vulnerable adults are defined as anyone over 18 who is:
- Unable to care for themselves.
 - Unable to protect themselves from significant harm or exploitation.
 - Or may be in need of community care services.

2. Promoting a Safe Environment

- 2.1 In order to promote a safe environment for children, young people and vulnerable adults, the Town Council will:
- Provide safe facilities and do regular safety assessments.
 - Ensure that employees, Councillors and leaders of activities in the Town or in/on Town facilities, are aware of the safeguarding expectations.
 - Members of staff and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties MUST undergo appropriate Disclosure and Barring Service (“DBS”) checks BEFORE commencement of such duties.

3. Expectations of Behaviour

- 3.1 All users of Town Council facilities, organisers of events and volunteers should:
- Ensure that communications, behaviour and interaction is appropriate and professional.

- treat each other with respect and show consideration for other groups using the Town Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Town Council, Town Clerk or parents/carers, as appropriate.

4. Safe Working Practice

4.1 All users of council facilities must always follow the policy and procedures. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (Youth Club attendees must be collected by a parent/carer unless permission is obtained that they can walk home).
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

5. Allegations Against Staff & Volunteers

5.1 The Town Council should follow the procedures for managing allegations against staff/volunteers as detailed on the WSCC website. No attempt should be made to investigate or take action before consultation with West Sussex County Council Local Authority Designated Officer (LADO). See contact details below.

Phone 01403 229900 (Monday to Friday between 9am and 5pm)

Email LADO@westsussex.gov.uk

In the event of an emergency at weekends or bank holidays call 033 022 26664. If you believe a child is in immediate danger, please call the police on 999.

6. Whistleblowing

6.1 All Town Councillors, staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team as to how to handle such allegations.

- 6.2 The Town Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the LADO team.

7. Causes for Concern

- 7.1 Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

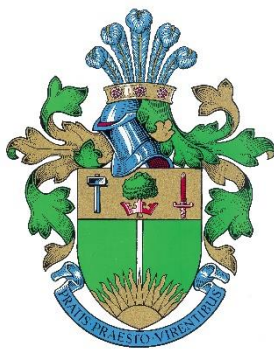
1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

- 7.2 The Town Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. We regularly work with other agencies and West Sussex County Council to ensure compliance with changing laws and guidelines in relation to safeguarding.

- 7.3 The Town Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place.

Adoption date:

Reviewed:



Staff & Volunteer Code of Conduct

Contents

1. Code of Conduct	2
2. Primary Role	2
3. Young People's Participation	2
4. Professionalism	2
5. Working with Partner Agencies	2
6. Working in Communities & Neighbourhoods	2
7. Working Boundaries	2
8. Confidentiality	3
9. Gaining Consent	3
10. Alcohol & Drugs	3
11. Insurance	3
12. Legal Issues	3-4
13. Health & Safety	4
14. Grievance & Disciplinary	4

1. Code of Conduct

Sunnyside Youth Club, as part of East Grinstead Town Council, requires all our staff/volunteers to follow this code of conduct, so that everyone involved in the can provide the best possible experience for young people, whilst keeping them safe.

2. Primary Role

2.1 The primary role of Sunnyside Youth Club staff & volunteers should always be the needs, rights and responsibilities of young people. When working with young people, we expect staff to be accepting of the individual, non-judgemental, inclusive and challenging of negative or inappropriate behaviour.

3. Young people's participation

3.1 Staff should always help and encourage young people to participate in the planning, organization and implementation of all work and activities.

4. Professionalism

4.1 Our professionalism is not defined by payment for doing youth work, but by the quality-of-service delivery, the personal qualities of our staff and the organisational culture of the youth Club. We expect staff & volunteers to:

- Respect the rights, needs & responsibilities of the young people
- Establish professional relationships and boundaries with young people
- Maintain confidentiality regarding the young people & their families
- Listen & engage with the young people

5. Working with partner agencies

5.1 We welcome and value partnership and co-ordinated work with other agencies. We will only form such working partnerships when the aims and objectives of a partner are sympathetic and supportive of Sunnyside Youth Club's own mission and aims.

5.2 Our staff will never be disrespectful of other agencies or of colleagues that work for other organizations, (either in front of young people or in any work-related environment). We will, however, always seek to give feedback and constructive criticism in a professional manner, directly to the agency/colleague concerned, especially when their performance affects young people.

6. Working in communities and neighbourhoods

6.1 Young people are an integral and important part of the life of any community or neighbourhood and staff should always be prepared to help others to understand the needs of young people.

7. Working boundaries

Maintaining professional boundaries with young people is vitally important. No worker should be asked to work in their own neighbourhood or with a group that includes a relative or family friend. Workers will never disclose their personal address or phone number to young people; they will always offer a work number.

8. Confidentiality

8.1 Staff will always abide by the Sunnyside Youth Club confidentiality policy and should always be very clear when explaining limitations and boundaries to young people, that we cannot always guarantee confidentiality on all issues.

9. Gaining consent

9.1 Staff will seek parental consent for any project activity away from the usual meeting place of a group, or any activity involving the transportation of young people, or any planned activity involving any element of risk.

9.2 The authorised consent of parents and guardians is required for all young people under the age of 18. Participants over the age of 18 can provide their own written consent.

9.3 Where workers suspect that a parent/guardian's signature of consent has been forged or fabricated, that parent or guardian will be contacted in person or by phone to confirm their consent; young people should be told that this is the process to save any embarrassment.

10. Alcohol and drugs

10.1 It is considered as an act of gross misconduct subject to instant dismissal for employees of Sunnyside Youth Club to use alcohol or drugs in work time or to smoke tobacco in the presence of young people.

10.2 Sunnyside Youth Club staff & volunteers may work with young people using drugs and alcohol or with young people who are under the influence of drugs and alcohol. The workers are expected to use their discretion to decide when the presence of drugs and alcohol in the youth work situation render the session either unproductive and/or unsafe for both young people and workers. Young people will not be able to use drugs or alcohol during any activity organized at Sunnyside Youth Club.

11. Insurance

11.1 All project activity will be covered by appropriate insurance. It is the Youth Worker's responsibility to ensure that relevant insurance is in place in advance of any planned activity.

12. Legal issues

12.1 At all times staff/volunteers must operate within the law. This may mean on occasion being obliged to contact the police if they have knowledge of a serious crime whereas at other times they may be required to answer truthfully if questioned by the police about a less serious offence. In either instance staff/volunteers will not lie on behalf of young people and young people must be made aware of this.

12.2 Staff/volunteers must not condone risky or illegal behaviour by young people, even if they are unable to prevent it. This may require workers explaining and negotiating with young people about when they can and can't work with them.

12.3 Staff & volunteers will work with and alongside the Police and other authorities when it is in the interests of young people that they should do so. Staff are expected to work with the Police, but not to compromise their commitment to the needs and rights of the young people they serve. It is our responsibility to have an up-to-date working knowledge of the law as it applies to our work and to help the Police to understand our role, how we work and the ethics and boundaries we employ.

13. Health & Safety

13.1 Staff are expected to always comply with the Sunnyside Youth Club & East Grinstead Town Council's health and safety policy.

14. Grievance and Disciplinary

Failure to uphold the Code of Conduct may result in disciplinary proceedings as set out in our disciplinary procedures.

Adoption date:18.06.24

Reviewed:



East Grinstead Town Council

Appointment of Town Clerk

Salary Scale SCP 50-57 (£60,856-£74,417 pay award pending) with potential progression to SCP 60 on achievement of sector qualifications.

East Grinstead Town Council is an effective authority with a proven track record of service delivery and community representation. The Council is seeking an exceptional individual to lead the organisation forward in the next stage of its development, which is likely to see enhanced devolution from other tiers of local government against a backdrop of local authority financial pressures.

The role of Town Clerk requires robust executive leadership, sound financial and administrative skills, a clear understanding of the local council sector (the first tier of local government) and an ability to work with the Council's political leadership at all times in the interests of the community.

The role of Town Clerk is a rewarding and fulfilling one, requiring an individual who is adaptable, flexible and committed to excellence in developing and delivering services in the community. This is a full time role and will be expected to be worked fully in the office during an agreed induction period before flexible arrangements will be considered.

An information pack and application form can be downloaded from www.eastgrinstead.gov.uk/vacancies or by telephone on 01342 323636 or by email to recruitment@eastgrinstead.gov.uk. The closing date for receipt of completed applications is noon Monday 22nd July and interviews will be held on Tuesday 30th July.

