



Kenilworth Town Council

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SAFEGUARDING POLICY

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Review Due – April 2029

Introduction

The Town Council takes seriously its responsibility under the current legislation to safeguard and promote the welfare of children, young people and adults; and to work together with other agencies to ensure that there are adequate arrangements within the Town Council to identify and support those who are suffering harm. Where someone is suffering significant harm, or is likely to do so, action will be taken to protect that person.

The Town Council has a responsibility to make sure that it has an effective safeguarding policy and procedures in place and monitors that the council complies with them. The Town Council has appointed a Safeguarding Lead who has responsibility for dealing with all safeguarding issues.

The Town Council recognises that for this policy to be effective, it is essential that everyone working for the Town Council has an understanding of what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard children, young people and adults and how to access further advice, support or services.

Individual Responsibilities

The Town Council recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and vulnerable adults from harm, abuse and exploitation. All people have the right to be safe from harm and must be able to live free from fear of abuse,

neglect and exploitation and to that end the Town Council adopts this policy that applies to, and must be followed, by all Town Councillors, Officers and volunteers (referred to as representatives of the Town Council).

The following principles are those upon which this Safeguarding Policy is based:

- The welfare of a child, young person and a vulnerable adult will always be paramount
- The welfare of families, the vulnerable and the elderly will be promoted
- The rights, wishes and feelings of children, young people and their families and vulnerable adults will be respected and listened to
- Those people in positions of responsibility within the Town Council will work in accordance with the interests of those safeguarded and follow the policy outlined below. This document is written in accordance with the 'Working Together to Safeguard Children' produced by the Department of Education in 2026 and The Care Act 2014.

Prevention and Reporting of Abuse and Responding to Concern

It is the duty of every representative of the Town Council, whether that representative be a Councillor, Officer or volunteer, to prevent the physical, sexual or emotional abuse, neglect or exploitation of children, young people and vulnerable adults. It is the duty of all to respond to concerns about the wellbeing of children, young people and vulnerable adults and to report any abuse disclosed, discovered or suspected. The Town Council will fully co-operate with any statutory investigation into any suspected abuse linked to the activity or facility of the Town Council or Town Council representatives.

Safe Recruitment, Support and Supervision of Workers

The Town Council will exercise proper care in the selection and appointment of those working with children, young people and vulnerable adults, whether paid or voluntary.

The Town Clerk will arrange for the appropriate level of Disclosure and Barring Service (DBS) checks for those working with children, young people and vulnerable adults. Town Council representatives routinely working with children, young people or vulnerable adults will be provided with appropriate training, support and supervision to promote the safeguarding of those deemed to be at risk.

Safe Practice and Safe Premises

The Town Council is committed to providing a safe environment for activities with children, young people and vulnerable adults and will adopt ways of working with them that promote their safety and wellbeing.

The Council Chamber Usage Policy should be read in conjunction with this statement to ensure a safe environment for any activity.

Responsible People

The Town Council has appointed the Town Clerk and the Lead Councillor for Kenilworth Youth Council (Currently Councillor Insley) as the Designated Persons for Safeguarding.

The Designated Persons for Safeguarding will oversee and monitor implementation of this policy and any resultant procedures on behalf of the Town Council. In particular, the Designated Persons for Safeguarding will:

- Undertake appropriate Safeguarding training;
- Advise the Town Council on any matters related to the safeguarding of children, young people and vulnerable adults; and
- Take the appropriate action when abuse is disclosed, discovered or suspected.

Policy and Procedures

If an allegation is made or information disclosed which raises concern, the safeguarding lead will take the following action:

- Listen carefully to what the child, vulnerable adult or third party says without interruption.
- Be understanding.
- Explain that what they say cannot be kept in confidence. If the allegation is raised by a child, the child must not be pressed for information, led or cross examined or given false assurances of absolute confidentiality.
- Make careful notes of what has been said or seen. Record the actual words said. Sign, date and time any notes.

Staff, Volunteers and Councillors can report abuse and seek advice via the Warwickshire Safeguarding Board - [Report Abuse](https://www.safeguardingwarwickshire.co.uk/report-it/) (<https://www.safeguardingwarwickshire.co.uk/report-it/>)

Additional information to help assess whether a referral is appropriate can be found in the [Spectrum of Support](https://safeguardingwarwickshire.co.uk/wp-content/uploads/2025/09/FINAL_Spectrum_of_Support_Guidance_2024_V05-1.pdf) document – (https://safeguardingwarwickshire.co.uk/wp-content/uploads/2025/09/FINAL_Spectrum_of_Support_Guidance_2024_V05-1.pdf)

Each representative of the Town Council working with children, young people or vulnerable adults, whether paid or voluntary, will be given a copy of this policy and resultant procedures and will be required to follow them. A full copy of this policy and any resultant procedures will be made available on request to any member of the local community. This policy and any resultant procedures will be monitored and reviewed.