

STRATFORD-UPON-AVON TOWN COUNCIL

PERSONNEL COMMITTEE

29 July 2025

Town Clerk's Open Report

1) Safeguarding Policy

- **To approve the Safeguarding Policy**

Background

While the Town Council's activities do not routinely involve working with children or vulnerable adults, it is increasingly common for members of the public of all ages to engage with the Council through civic events, hall hire, community projects, and public meetings.

As such, the Council has a duty of care to ensure that safeguarding risks are appropriately recognised, managed, and escalated where necessary. Adoption of a formal policy reflects good governance and demonstrates the Council's commitment to protecting the welfare of children, young people, and adults at risk.

Safeguarding Policy

A draft Safeguarding Policy has been prepared and is attached to this report for review. It outlines the Council's approach to safeguarding, including how concerns will be reported, recorded, and addressed. The policy applies to all staff, councillors, and volunteers acting on behalf of the Town Council.

Appointment of Safeguarding Leads

To ensure clear responsibility and accountability, it is recommended that the Town Clerk and the Chair of Personnel Committee (Councillor Alcock) and Councillor Cleeve be Designated Safeguarding Leads. These individuals will be the first point of contact for any safeguarding

concerns and will be responsible for ensuring the appropriate procedures are followed.

Training

Appropriate safeguarding training will be mandatory for all staff and will be offered to all Town Councillors.

While such training cannot be made mandatory for elected members, it is strongly encouraged in order to ensure a shared understanding of the Council's legal responsibilities, safeguarding procedures, and the role of individuals in keeping people safe. Records of completed training will be retained, and refresher training will be scheduled as necessary to maintain awareness and compliance.

Town Clerk