



**HAYWARDS HEATH
TOWN COUNCIL**

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19th September 2023

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 25th September 2023** at the Town Hall in the Council Chamber. 40 Boltro Road commencing at **7.30pm** when the following business will be transacted.

Yours sincerely
Steve Trice
Town Clerk

A G E N D A

1. A moment of reflection.
2. To note any apologies for absence.
3. Public Forum - *Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. Notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.*
4. To confirm the Minutes of the meeting of the Council held on 24th July 2023. (pages 3 – 8)
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To dispose of any business outstanding from the last meeting.
7. To note the Mayoral Engagements and any announcements. (pages 9)
8. To receive for noting the resolutions of the following Committees. (pages 10 - 12)
 - a) Planning Committee held on the 7th August 2023
MINS. 34 – 41
 - b) Planning Committee held on the 29th August 2023
MINS. 42 – 49
 - c) Planning Committee held on the 18th September 2023
MINS. 50 – 57

d) Environment and General Purposes Committee on the 4th September 2023
MINS. 14 – 26

e) Policy and Finance Committee on the 11th September 2023
MINS. 15 – 29

9. To consider a Safeguarding Policy for the Town Council (pages 13 - 28)

10. To consider any urgent items the Mayor has received.

*'During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.*

Town Mayor Cllr Stephanie Inglesfield

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL
MEETING OF HAYWARDS HEATH TOWN COUNCIL
Minutes of the meeting held on Monday 24th July 2023

Councillors: Abdul Bashar
Nick Chapman
Anne-Marie Cooke
Rachel Cromie **
Sandy Ellis
Stephanie Inglesfield
Barbara King
Anne-Marie Lucraft
Paul Lucraft
Alan Murphy
Deanna Nicholson
Alison Rees
Duncan Pascoe
Anthony Platts
Sinead Walsh
Leila Wilson

Apologies Absent***

Also present: There were ten members of the public in attendance.

25. Moment of Reflection

The Town Mayor lead Members in a moment of reflection before the meeting commenced.

26. Apologies

Cllr R. Cromie – Ill Health

27. Public Forum

Members had, prior to the meeting, been furnished with a written representation outlining the history to the Clair Hall project and the process that had been undertaken to review options so to secure its future provision for recreational activities due to its closure to the public. To support the written representation Mr Mike and Mrs Lesley Bright made a presentation on the future of Clair Hall on the basis that they felt that investment decisions needed to secure the future of Clair Hall had been delayed for four years by Mid Sussex District Council. In addition, there had been a failure generally in the consultation process and way the Mid Sussex District Council had handled the matter to date. Mr Bright stressed the importance of the Court Order to make Mid Sussex District Council go out to consultation and the fact that the Ombudsman had been involved with the issue, notwithstanding this, albeit in the view of Mr Bright that it was an ill-judged statement, it was felt that there had been adequate consultation to date. Reference was also made to the experience that residents have faced in Burgess Hill with the loss of the Martlets, the feeling in the community from comments made at the vaccination centre (located currently at Clair Hall).

With this in mind the following solutions, especially in light of the feeling that there was a strong steer away from refurbishment, were presented to the Council. In view of these MSDC/consultancy failures/deficiencies we wish to raise the following questions:

- Could the lease for the Clair Hall site be transferred to the responsibility of Haywards Heath Town Council?
- Could Haywards Heath Town Council assume responsibility for the investment planning and development of the Clair Hall site?

- In view of the way MSDC has conducted this matter, should consideration be given to taking legal advice in the form of a complaint that MSDC as a public body has acted inappropriately in the exercise of a public duty (to undertake responsibly the High Court and community requirement to prepare in a timely manner for consideration an investment plan in order to decide upon the reopening of Clair Hall.

In response Cllr Lucraft thanked Mr and Mrs Bright for their representations and the accompanying presentation. Cllr Lucraft asked that it be noted that there were a number Town Councillors in the room who were also dual hatted as Members of Mid Sussex District Council and that it should be acknowledged that there had been a significant change in the administration of both Councils due to the local elections earlier in the month. To this end, both Councils are in the process of reviewing their policies including the future of Clair Hall. Until these reviews had been completed, he would be limited in what he could say/discuss on behalf of the Town Council until the outcomes of such were finalised and in the public domain. Cllr Lucraft then stated that the Town Council felt it was important to get the right answers so a facility could be secured to serve the Town for the next forty to fifty years. Any facility would have to serve the Town with a mixture of recreational uses. Finally, it was felt that it was not appropriate, or the right time, to see any legal advice on the matter. The Town Mayor then let Mr Bright come back with a short statement to Members, 'Mr Bright stated that he understood that £350,000 had been spent on consultation/consultants to date on the matter of Clair Hall, but if he is wrong he would tone down his retrodict in the future.

28. Minutes

The Minutes of the Annual Meeting of the Council held on 15th May 2023, without comment, were taken as read, confirmed as true and duly signed by the Mayor.

29. Declarations of Interest.

None.

30. To Dispose of any Business Outstanding from the Last Meeting.

Nothing to update.

31. Mayor's Engagements and Announcements.

The Town Mayor Cllr Inglesfield presented her list of engagements which were noted by the Council. Cllr Inglesfield stated that she and her Deputy Mayor had had a very busy and enjoyable start to their term of office and asked that their thanks to Maria Horne the Mayor's PA, for her support and hard work, be minuted. Cllr Inglesfield then made special mention of the following;

- Attendance at a number of community events. Cllr Inglesfield had been delighted to attend a number of events and pleased to hand out a number of awards and prizes. These events included the Town Councils Spring to Summer Event organised by the Council's Events and Community Officer. As part of this work, she also expressed her joy in supporting those local charities who work so hard in the community and be able to thank those people who give their time to make a difference for the charities they support.
- Attendance at the Hawth Theatre to watch Ariel Theatre Company's show.
- Being able to attend two STEM events made an impression on Cllr Inglesfield due to the talent of children in their work and their presentation skills when they explained what they had achieved. This was supported by the enthusiasm and interest of local businesses who are very involved in the STEM project and on

occasion are able to offer work experience opportunities. It was also pleasing to note a drive through the STEM project to get more girls involved in science.

- Visiting four care homes to meet and chat with residents alongside the ability to thank the staff who care for their residents.
- It was wonderful to support the Town's South and South East in Bloom by going on the judging Tour with Mr Murray Crump and Mr Richard Goddard so to show the South and South East in Bloom judge the wonderful gardens and environment of Haywards Heath. Cllr Inglesfield stated she had learnt so much about the Town during the tour.
- Proud to announce that Muster Green had secured yet another Green Flag. Cllr Inglesfield thanked the Town Council's Groundstaff for their efforts and for caring for the green. Cllr Ellis was invited, as the Chair of the Haywards Heath in Bloom Committee to address the Town Council. Cllr Ellis congratulated the Groundstaff, the staff, the Town Clerk and volunteers as there is also background work to support the application. Cllr Ellis was proud to keep the Green Flag year on year.
- Thanks to the Events and Community Officer was also conveyed for the business cards presented to Members that evening and her work to relaunch Haywards Heath Dementia Forum. Members were reminded of the meeting to be held by Zoom that Thursday and asked Members to attend if they possibly could.

Finally, Cllr Inglesfield announced her Mayoral Chairty for 2023/2024, which was Time 4 Children. In accepting that the charity was that of a former Mayor it had suffered from the ability to fundraise due to Covid. Cllr Inglesfield explained the charity listened to children and helped them express themselves and try to reduce anxiety through teaching life skills and work through life problems.

32. To receive resolutions of the following Committees:

- (i) Planning Committee - **MINS. 1 - 33**
The resolutions of the Planning Committees, dated 22nd May 2023 - **Mins 1 – 8**, 5th June 2023 - **Mins 9 – 16**, 26th June 2023 - **Mins 17 – 24** and 17th July 2023 - **Mins 25 – 33** were noted without discussion by the Council.
- (ii) Environment & General Purposes Committee - **MINS. 1 - 13**
The resolutions of the Environment & General Purposes Committee, dated 3rd July 2023 - **Mins 1 – 13** were noted without discussion by the Council.
- (iii) Policy & Finance Committee
The resolutions of the Policy & Finance Committee, dated 27th June 2023 - **Mins 1 – 16** were noted without discussion by the Council.

33. Green Paper Haywards Heath – A Plan for the Future (June 2023)

Cllr Lucraft, Leader of the Town Council, was pleased to present the green paper to the Council as a policy plan for the Town Council. It was stated that the aim of the document was not to answer every question but to set out a direction and ambition for the Town Council for what it can seek to achieve over the next few years. Furthermore, having just gone through the election process in May, which resulted in a dramatic change in the composition of the Town Council, it was therefore appropriate that the Town Council looked to provide fresh ideas and strategic thinking and to map a way forward. The Town Council needed a work plan for its committees and the Green Paper provided the framework for the Town Council moving ahead. It was stressed that Members live in a fantastic community and an area surrounded by beautiful

countryside which was well valued. Haywards Heath is a vibrant and successful Town and the Town Council will want to see that continue and aim to help where it can to improve matters that affect the lives of its citizens. It was appreciated that everyone is living in a global climate emergency, people are suffering under the Cost-of-Living Crisis, there has been dramatic change in peoples' lifestyles in recent years, partly ensuing from the recent pandemic but also before that with changes in the way people live and work. The Town faces pressure from developers, therefore there was an immediate need in this year to review the MSDC District Plan and update the Town Council's own Neighbourhood Plan. There is a planning application from Gatwick Airport for a second runway and the detail of the development of the Hurst Farm area needs the Town Council's attention as it comes to fruition. It was stated that the Town needs an active Town Council to work for the community and the Green Paper sets out a direction to work positively with all colleagues to tackle the challenges. The Town Council has a clear role to play in championing the interests of the Town community and it can best do this through getting involved in projects and seeking to influence them for the best outcomes for the Town. It was stated that there was much to do so there was a need to be a proactive council bringing forward new ideas, having energy and ensuring that there are the resources to be such.

It was felt that the Town has a community whose support and involvement can be draw upon. The Green Paper will help inform the work plans of committees and the council in moving forward. Again, there were sections of the community who need the Town Councils help and it should seek to help them, there is increasing hidden poverty, there is a need for more activities for younger citizens and there are many elderly and people in care who also need help. The Town Council sees opportunities to help the broad community and involve them in projects too, hence its aspiration to see a future at Clair Hall - a vibrant venue for mixed arts and cultural activities, it seeks a partnership role in that and seeks wider involvement with Clair Park and Victoria Park too.

The Town Council wishes to work with MSDC to achieve these aims and await more information about their plans for Clair Hall and the way forward. The Town Council wants to improve the Council's outreach to and engagement with the community, it is important to upgrade the council's website and social media – particularly as it is believed that this can help engagement with the Town's young citizens and more generally by helping connect and inform people, businesses, community, voluntary and charitable organisations. The Town Council wants to improve accessibility around Town for those with disabilities by providing better information and support and working with partners and other agencies. It wants to enable residents to reduce their carbon footprints, provide more linked footpaths and cycle ways with clearer routes, mapping and signage and improvements to the Town's street scape to facilitate safe local journeys. South Road, The Broadway and Sussex Road would all benefit from improvements which would make them more attractive to all users. The Town Council wants to work with West Sussex County Council on the plans for improved road design, in-ground tree planting, lower speed limits and should review the on-street parking regime. The Town Council would like to see better bus services. The Town Council is also thinking about how it can help further in achieving Net Zero and will bring forth more proposals to help citizens, businesses and other organisations achieve such.

The Town Council wants to reach out to our neighbouring parishes whose residents regularly visit the Town and who use its facilities/work/ shop and it wants to create a forum to discuss common issues. The Town Council is also committed to supporting its relations with our twin towns and look to improve these ties. The Town Council should be mindful of that and seek additional sources of revenues where possible and to leverage the resource of partner agencies, work with MSDC, WSCC and others. So, it should look to justify the council's actions based on the premise that they are worthwhile if they provide added social value/environmental improvement / community pay back and put money it spends back into the local community. Additional spending on top of the base budget should be justified on these grounds. The Town Council's

assessment is that proactivity is necessary and valuable to the community it is here to represent. The Town Council has the support of an excellent team of staff and it thanks them for their good work for the Town Council. It is important that the Town Council recognises good performance and it is proposing to seek wider recognition and accreditation for the Town Council. In concluding, Cllr Lucraft realised that there would be some matters that Members will want to discuss and refine in detail and that there may be some differences from time to time but he reiterates what was said at the Annual Council meeting that the Town Council should seek to cooperate and to work in an open and collaborative way to tackle matters.

Cllr Lucraft then commended and moved to adopt the Green Paper to the Town Council with hope and positivity that the Town Council can achieve much for its community and asked that it be adopted as the Town Council's forward strategic plan. Cllr Cooke seconded the adoption of the Green Paper and then the Town Mayor invited debate.

Cllr Ellis spoke against the Green Paper as she did not understand the vision and felt that it would confuse residents in relation to what had been delivered, what was going to be delivered and what was ongoing. The Green Paper was not costed, nor future proofed and included no explanation to working group involvement. It could also develop a discord between expectation and priority and heap more work on the Town Clerk and his staff, bearing in mind the biggest project in Town Council history, namely Hurst Farm, is coming forward after cross party agreement. It was also questioned why the Town Council would want to take over District Council owned provision as the parks in the Town are well run and there is a lot more to them than just their beauty. Furthermore, she felt that pollinator and bird boxes were the responsibility of the Haywards Heath In Bloom Committee. The Environment Framework was in place, the one-hour South Road scheme was in place and had received good feedback from residents, visitors and businesses and that Network Rail had cleaned the bridge. Highway issues around Sydney Road were in progress with designated crossings and weigh restrictions. In addition, a safer route audit had been resolved with funding previously. It was felt that there was no evidence of the lack of PCSOs and the Town Council worked with them closely and they attend Town meetings, as did the Sussex Police and Crime Commissioner on occasion. Furthermore, Sussex was one of the safest places to live in the country with one of the lowest budgets. The very low tax comment does represent the previous work of the Council and Haywards Heath had been the envy of Mid Sussex with low tax taxes offering good value for money and kept money in the pocket of the tax payer. Cllrs Ellis repeated her objection to the Green Paper.

Cllr Nicholson stated that as a long-term resident of the Town there was a lot less in terms of public provision, stating Clair Hall and a lack of doctor's surgeries as an example, than when she arrived in the Town set against an explosion of house building. Where she appreciated that not everything was in the remit of the Town Council and what previous Councils were trying to achieve by keeping Council tax low, she supported the new vision and accepted that the detail needed to be worked on, so she was in support of the Green Paper.

Cllr Lucraft responded to comments made stating that whilst the Green Paper was trying to achieve was taking stock of where the Town Council is, acknowledging what was already in place, and was not ignoring those projects and initiatives already agreed. It was stated there would of be the need to reset and challenge in some instances. The Green Paper gave an overall direction of travel for the term of the Town Council and provide clarity on the work and ambitions of the Town Council, which would need to sit in line with strategic policies and documents of both Mid Sussex District Council and West Sussex County Council.

Cllr Cooke thanked Cllr Lucraft for presenting the Green Paper and the strategic direction it set and stated that everyone around the table was ambitious and proud of their town which she welcomed. Cllr Cooke went on to say she welcomed the positivity of the Green Paper, its constructive criticism and looking forward to working on the detailed work in forthcoming Committees and Working Groups, then again commended the document for approval.

With this the Town Mayor took the adoption of the Town Council's Green Paper Haywards Heath – A Plan for the Future to a **vote with 14 in favour and 1 against**.
With this,

Members **RESOLVED** to adopt the Town Council's Green Paper Haywards Heath – A Plan for the Future (June 2023).

34. Committee Placement and Outside Representations

With out comment and on advice of the Town Clerk.

Members **RESOLVED** to;

- a) **Appoint Cllr Duncan Pascoe as the Town Council's representative on the Bentswood Hub.**
- b) **That Cllr Alison Rees replaces Cllr Anne Marie as the representative on the Scrase Valley Nature Reserve.**
- c) **Reaffirmed the member of the Environment and General Purposes Committee, namely Cllrs Chapman, Rees, Cooke, Pascoe, Ellis, Nicholson, Inglesfield and Wilson.**

35. Renaming of Town Day Request

Members were in agreement to keep the name as they did not want to cause confusion and the conflict with the Fair that comes to Victoria Park each year. Members were reminded at the time of the Environment and General Purposes Committee's consideration of the matter that there was a request by Members that the Haywards Heath Past and Present group be invited to Town Day to celebrate the Dolphin Fair. The Town Clerk responded saying that the invite had been extended. A further view was that the issue be put to the public in the future, accepting it was too late this year. The Town Clerk said such was in the gift of the Town Council, but any decision made could not be reviewed for six months. As a result, a compromise was made that it would be up to the Chair of the Environment and General Purposes Committee to return the issue to the committee process if he wished. As an aside it was noted that a rebranding of what is now the Miller and Carter restaurant to The Dolphin was not successful.

Members **RESOLVED** to retain the name of Town Day as the Town Council's flagship event in September each year.

36. To consider any urgent items, the Mayor has received.

It was noted that Mr Alistair Porter a prominent Haywards Heath resident had passed away who was a great supporter of and Chairman of the U3A, President of the Blue Cross Charity and who was awarded a CBE for his work with the Veterinary College. Member conveyed their condolences to his wife Jenny and her family.

Meeting Closed at 8.21pm

Mayor's Engagements

18 July 2023 – 17th September 2023

On 19th July, the Mayor and Deputy Mayor attended the Bishop of Chichester's Afternoon Reception at the Bishop's Palace.

On 29th July, the Mayor opened the first Orchard's Rotary Rocks event with the local MP.

On Saturday 29th July, the Mayor opened, attended and gave a speech at the Goldbridge Care Home Summer Fete.

On 3rd August, the Mayor attended the annual Yews Community Centre Summer Lunch.

On Saturday 5th August, the Deputy Mayor took part in the community litter pick in Victoria Park for Keep Britain Tidy's Love Parks week.

On 11th August, the Deputy Mayor attended the first Teddy Bear's Picnic for the Haywards Heath Foodbank on Muster Green.

On Saturday, 12th August, the Deputy Mayor attended the 20 Year anniversary party at Walstead Place Care Home.

From 18th August to 6th September, the Mayor was on annual leave.

On 25th August, the Deputy Mayor attended the Ashton House Care Home Summer BBQ for staff and residents.

On Saturday 2nd September, the Deputy Mayor attended the Haywards Heath Horticultural Society Autumn show, awarding prizes to the winners.

On Saturday 9th September, the Mayor and Deputy Mayor attended the Haywards Heath Town Council Town Day community event, meeting stall holders, charities and residents.

On 14th September, the Mayor hosted a Q&A session for Germany students as part of the Twinning Oathall Community College Exchange.

On 15th September, the Mayor attended the UK Harvest Community Hub Supporters Reception in Donnington, as part of their community food hub based at Ashenground Community Centre.

On 15th September, the Mayor popped into the Movie Props Exhibition at the Town Hall as part of the Haywards Heath Arts Festival.

Additionally on 15th September, the Mayor attended the first Hayward Heath's Got Talent Competition Final at Haywards Heath Social Club, part of the Haywards Heath Arts Festival.

On Sunday 17th September, the Mayor attended the Battle of Britain Parade and Service, led the wreath laying parade and read the Act of Rededication.

Ends

Committee Meeting: Full Council

Report of: Town Clerk

Date: 25th September 2023

Subject: Minutes of Committee Meetings

Purpose of Report:

1. The purpose of this report is for Members to receive and adopt the resolutions of the Council's standing committees.

Summary:

2. The Town Council is asked to note the decisions (resolutions) of the Council's standing committees as allowed under delegation from Full Council in line with Standing Orders. These resolutions relate to the Planning Committees held on the 7th August 2023 - **Minutes 34 - 41**, Planning Committee held on the 29th August 2023 - **Minutes 42 - 49**, and Planning Committee held on the 18th September 2023 - **Minutes 50 - 57**. Environment and General Purposes Committee held on 4th September 2023 - **Minutes 14 - 26**. Policy and Finance Committees meeting held 27th June - **Minutes 15 - 29**.

Members are recommended to;

(a) Notes the resolutions of the Council's standing Committees as laid out under points 3, 4, 5, 6, and 7 and of this report.

3. Planning Committee, 7th August 2023 - **Minutes 34 – 41 resolutions;**
Nothing to report other than the planning application comments.
4. Planning Committee, 29th August 2023 - **Minutes 42 – 49 resolutions;**
Nothing to report other than the planning application comments.
5. Planning Committee, Planning Committee 18th September 2023 - **Minutes 50 – 57 resolutions;**
Nothing to report other than the planning application comments.
6. Environment and General Purposes Committee 4th September 2023 - **Minutes 14 – 26 resolutions;**

MIN 18. – Members resolved to form a working group to develop a Dementia Friendly Community for Haywards Heath made up of Cllrs Wilson, Ellis, Pascoe and Rees who would support the Events and Community Officer.

MIN 19. – Members resolved to delegate a programme of site security measures at America Lane Allotments to the Town Clerk and to change the programme of works at the stream adjacent to The Hollow from bank reconstruction works to the removal of vegetation and a new planting regime funded by the £10,000 previously allocated in Town Council reserves.

MIN 20. – Members resolved to reform the Environment Working Group, to review the Town Council’s priorities and projects, made up of Cllrs Chapman, Pascoe, Rees, Ellis and Nicholson.

MIN 21. – Members resolved to develop a sun safety awareness programme.

MIN 22. – Members resolved to continue to provide financial support of £1,000 towards the Mid Sussex Marathon to be held in 2024.

MIN 23. – Members resolved to adopt the Haywards Heath Winter Weather Management Plan for 2023/2024.

MIN 25. – Members resolved the 2023 Leave No One Behind campaign and allocate £2,000 towards the campaign.

7. Policy and Finance Committee 11th September 2023 – **Minutes 15 - 29;**

MIN 20. – Members considered and resolved the lists of payments and receipts, and the income and expenditure report for the period 1st April 2023 – 31st May 2023.

MIN 21. – Members resolved the bank balances and the reconciliation statement as at 30th June 2023.

MIN 22. – Members resolved to increase the Town Council’s grants budget to £10,000 from £8,500. The cost of the extra £1,500 would be met from unrestricted reserves. In addition, the following increase in grant funding per category was resolved.

- Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment) - maximum £1,000 (from £750).
- Running costs - maximum £500 (from £250).
- One off cost (eg purchase of equipment) - maximum £750 (from £500).
- Capital costs (eg costs associated with building projects or alterations to premises) - maximum £1,000 (from £750).

MIN 23. – Members resolved to award, in line with the new grant policies agreed under minute 22,

- a) a grant of £500 to Family Support Network towards running costs.
- b) a grant of £239.95 to Haywards Heath and District U3A to purchase a new Gazebo.
- c) a grant of £750 to Ashenground Community Centre to contribute towards equipment for a community cinema.
- d) a grant of £750 to Kageroos towards the purchase and hire of equipment for a community event.
- e) a grant of £500 to Air Ambulance Chairty Kent, Sussex and Surrey towards running costs.
- f) a grant of £748.94 to Haywards Heath Town District Guides towards startup costs for a new guide unit. In addition to this Member delegated authority to the Town Clerk to see if the unit needed further funding towards the costs to the total award level of £1,000. The Town Clerk would the agree if the release of a further £250 was necessary.

MIN 24. – Members resolved to invest £500,000 from the Town Council’s current bank at Natwest into the CCLA Investment Management Public Sector Deposit Fund and agreed that.

- a) the monthly dividend be re-invested into the fund.
- b) the signatories on the fund account be taken from those who were appointed as payment signatories, namely Cllrs Walsh, Ellis, Cooke and Murray, by Full Council on the 15th May 2023.
- c) the Town Clerk is authorised to access information regarding the account.

MIN 25. – Members resolved to ratify the earmarked allocation of £6,000 to part fund the Bentswood Hub Junior Programme from the Community Warden budget underspend and a further contribution of £6,000 to £12,000 to pay for the whole of the annual running costs. The second payment be subject to satisfactory service level, which was delegated to the Town Clerk to review and agree.

MIN 26. – Members resolved to note and formally agree the report of the External Auditor for the year ended 31 March 2023 along with matter regarding petty cash as raised in the report.

MIN 27. – Members resolved to appoint Mulberry & Co as the Town Council’s Internal Auditors for a further three years.

Town Clerk

Committee: Full Council

Report of: Town Clerk

Date: 25th September 2023

Subject: Town Council Safeguarding Policy

Purpose of Report:

1. The purpose of this report is for Members to consider a Town Council Policy.

Summary:

2. The following report seeks adoption of a Safeguarding Policy and associated reporting forms for the Town Council.

Recommendation(s):

Members are recommended to adopt the proposed Town Council Safeguarding Policy.

Background

3. The Town Council organises numerous community events each year and deal with the public on a daily basis at the Town Hall.
4. Where the Town Council does not directly organise any youth activities Town Council staff and Councillors do on occasion come into contact with children, young people and vulnerable adults at events and within the Town Hall.
5. With this in mind Appendix 1, as created by the Events and Community Officer, is tabled for adoption with Members comments welcomed.

Financial Implications

6. Costs associated will relate to DBS checks at £18 per person and access to a training video at £30.

Legal Implications

7. The Town Council can make such a resolution under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Town Clerk

Haywards Heath Town Council

Safeguarding Policy and Procedure

Introduction

Haywards Heath Town Council are committed to building a strong and safe community, where every individual has the right to stay safe.

The purpose of this policy is to inform all members, employees, volunteers and contractors what is required in relation to the protection of Children, Young People and Vulnerable adults. Children, Young People and Vulnerable Adults have the right to participate, have fun and remain safe in the services provided for them and the activities they, or their parents/ carers, choose to participate in. This policy will allow a safe and positive environment to be maintained for Children and Vulnerable Adults.

Policy Coverage

This policy applies to all members, employees, volunteers and contractors working in partnership with Haywards Heath Town Council. Under the Children Act 2004, Haywards Heath Town Council has a duty to cooperate with other agencies and authorities to promote the wellbeing of Children and Young People. The lead agency for all safeguarding concerns is West Sussex County Council.

All members, employees, volunteers and contractors have a responsibility to take action when they suspect or recognise that a Child, Young Person and Vulnerable Person may be a victim of harm or abuse. However, it is not the role of Haywards Heath Town Council to investigate the allegations of abuse. This policy is to be used in conjunction with the Council's Health and Safety Policies, Risk Assessments, Equal Opportunities Policy, Complaints Policy and Procedure Disciplinary and Grievance Procedures.

The phrase 'Children, Young People and Vulnerable Adults' refers to:

- a) Anyone under 18 years of age
- b) Someone over 18 years of age who is or may be vulnerable by reasons of mental health or other disability, age or illness, is homeless, or may be unable to take care of themselves, or unable to protect themselves against harm or exploitation.

Policy Principals

Haywards Heath Town Council recognises that all Children, Young People and Adults have an equal right to protection from abuse. HHTC are committed to safeguarding Children, Young People and Vulnerable Adults from abuse when they are engaged in services organised and provided by, or on behalf of, the Council.

Referrals of suspicions of abuse cannot be anonymous and should be made in the knowledge that, during enquiries, the agency that made that referral will be made clear.

Haywards Heath Town Council will not tolerate the harassment of any member, employees, volunteer, contractor or Child/ Young Person/ Vulnerable Adult who raises concerns of abuse.

Safeguarding Policy Statement

Haywards Heath Town Council is committed to taking all reasonable precautions to safeguard the welfare of Children, Young People or Vulnerable Adults that use its services and will promote a safe and positive safeguarding culture and environment.

- We will endeavour to keep Children, Young People and Adults safe from abuse.
- It is expected that members, employees, volunteers and contractors will report their safeguarding concerns and there will be responded to promptly and appropriately.
- We will always act in the best interest of the Child, Young Person or Vulnerable Adult.
- We will proactively seek to promote the welfare and protection of all Children, Young People and Vulnerable Adults living in the local community.
- We will endeavour to ensure that unsuitable people are prevented from working with Children, Young People and Vulnerable Adults through recruitment and selection as well as reminding hirers of their safeguarding responsibilities.
- We will take any concern made by a member, employee, volunteer, contractor, or Child/ Young Person/ Vulnerable Adult seriously and treat it with sensitivity.
- The Council will ensure that staff and members have access to suitable training to ensure the policy can be successfully implemented and that sufficient resources are allocated. The Council will ensure all employees and members who may come into contact with Children, Young People or Vulnerable Adults are DBS Checked.
- Th policy must be monitored and reviewed annually, or when changes are made to any of the legislation relating to this document.

Definitions:

- **Safeguarding** is a term used in the United Kingdom to denote measures to protect the health, well-being and human rights of individuals, which allow people—especially children, young people and vulnerable adults—to live free from abuse, harm and neglect.
- **Abuse** is when someone causes us harm or distress. It can take many forms, ranging from disrespect to causing someone physical or mental pain. It can occur in someone’s home, a care home, hospital or a public place.

Often the people who commit abuse are taking advantage of a special relationship. They may be a family member, friend or paid carer who we expect to trust. Anyone can become a victim of abuse – it’s no reflection of intelligence, strength or worth. However, people with care and support needs, such as older people or people with disabilities, are more likely to be abused or neglected. They may be seen as an easy target and may be less likely to identify abuse themselves or report it. People with communication difficulties can be particularly at risk because they may not be able to alert others. Sometimes people may not even be aware that they are being abused, and this is especially likely if they have a cognitive impairment. Abusers may try to prevent access to the person they abuse.

This policy is inclusive of all Children, Young People and Vulnerable Adults, irrespective of their age, gender, race or ethnicity, religion, disability, sex or sexual orientation, gender reassignment, marriage or civil partnership, pregnancy and maternity.

Types of Abuse:

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. This also includes **Sexual Exploitation** – this covers exploitative situations where a person receives ‘something’ as a result of them performing or having performing on them, sexual activities.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Neglect** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – slavery, human trafficking, forced labour and domestic servitude. People are bought and sold for sexual exploitation, forced labour, street crime, cannabis cultivation, grooming and pimping, domestic servitude, forced marriage or even the sale of organs and human sacrifice. [How to report Modern Slavery.](#)
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. It involves no other perpetrator.

Safeguarding Procedure

If a person discloses abuse by someone else:

- Stay calm, take the allegation seriously.
- Allow the person to speak without interruption, accept what is said. Let the Child/ Young Person/ Vulnerable Adult lead the conversation.
- Only ask questions for clarification, do not ask closed or leading questions.
- Alleviate feelings of guilt or isolation, while passing no judgement. Reassure them that it is not their fault.
- Be honest- advise that you will try to offer support, but that you MUST pass the information on. Be clear about what you will do next (e.g., ‘I’ll pass this on to people who can help’).
- Record the facts as you know them.

- Refer the allegation immediately and directly to the Designated Safeguarding Lead (Town Clerk). If the Town Clerk is implemented refer to the Staff Working Party. All allegations must be referred, no matter how insignificant they seem to be, or when they occur.
- Try to ensure that no one is placed in a position which could cause further compromise.

What not to do:

- Do NOT promise make promises. You must not promise to keep anything a secret, you have a duty to pass on any safeguarding concerns to the Designated Safeguarding Lead. Do not promise anything you cannot know, for example you cannot say someone will be brought to justice or that they will end up in prison.
- Do NOT ask closed or leading questions which could result in any evidence being inadmissible in any subsequent court case. For example- 'Who hit you?' or 'Did Mummy do this to you?'. They are leading questions because there is a presumption on the part of the questioner as to what happened. A non- leading question would be 'how did that happen?', or 'Can you tell me how you got that bruise?'
- Do NOT immediately start to write things down in front of the discloser- this can be very clinical and disconcerting for them. You need to give them your full attention and support.
- Do NOT try to talk to the alleged abuser or investigate anything yourself. This is not in your remit. The designated safeguarding lead will know what to do following a disclosure and will contact any other necessary local agencies.
- Do NOT relay details to other people whether in your organisation or not, other than the designated safeguarding lead. Confidentiality must be upheld.

As soon as possible after the incident or disclosure has occurred:

- Write down notes, dates, times, facts, observations, and verbatim speech. Complete the relevant referral form appendices 1 and 2.
- Ensure the correct details are available- the Child's/ Young Person's/ Vulnerable Adult's name and address, and the name and address of their parent or guardian.
- Immediately contact the Designated Safeguarding Lead, give them the referral form in an envelope mark PRIVATE AND CONFIDENTIAL.

The Designated Safeguarding Lead will then:

- Dial 999 if the Child/ Young Person/ Vulnerable adult is in immediate danger.
- Immediately contact the Multi Agency Safeguarding Hub (MASH). Or if the incident is regarding a member of staff about an adult working or volunteering with children who may have behaved inappropriately, the Local Authority Designated Officer (LADO). Do not filter out, or withhold any information. Ask if there is anyone else who should be informed.
- Prepare a confidential file. Record all notes, conversations and advise from Social Services. Every effort should be made to ensure confidentiality is maintained for all concerned.
- Store information in a secure place, with limited access to designated people, in line with data protection legislation.
- Inform the parent/ guardian of the referral made (only if it will not increase the risk of harm to the Child/ Young Person/ Adult).
- Follow the advice from MASH/ LADO, and if in doubt about the advice you have received at any stage refer to Social Services for guidance. Do not attempt to investigate any matters- this is not the role of the Town Council.

Contact Details-

Designated Safeguarding Lead- Steven Trice:

Steven.trice@haywardsheath.gov.uk 01444 455 694

Multi Agency Safeguarding Hub (MASH):

WSChildrenservices@westsussex.gov.uk 01403 229 900

Local Authority Designated Officer (LADO):

LADO@Westsussex.gov.uk 01430 229 900

Sussex Police:

101 or 999 in an emergency

NSPCC Child Protection Helpline: 0808 800 5000

NSPCC Help for Children and Young People: 0800 1111

Responding to concerns about a Child's/ Young Person's/ Vulnerable Adult's welfare where there has been no specific disclosure or allegation.

All members, employees, volunteers and contractors are encouraged to share concerns with the Town Clerk. The Town Clerk will, if appropriate, make a referral to MASH.

The list below provides some indicators of abuse; however, the list is not exhaustive and contains only indicators, not confirmation, or abuse:

- Unexplained bruising, marks or injuries on any part of the body e.g., cigarette burns, bite marks.
- Bruises which reflect hand marks or finger tips (from slapping or pinching).
- An injury from which the explanation seems inconsistent, or which has not been treated adequately.
- Sudden changes in behaviour, including becoming withdrawn or becoming aggressive, severe temper outbursts.
- Reluctance to get changed e.g., for swimming.
- Neglected in appearance, dirty or 'smelly'.
- Constant hunger, sometimes stealing food from others.
- Inappropriate dress for the conditions.
- Fear of parents/ carers being approached for an explanation.
- Flinching when approached or touched.
- Neurotic behaviour e.g., hair twisting, rocking.
- Being unable to play.
- Fear of making mistakes.
- Self-harm.
- Fear of being left with a specific person or group of people, lack of trust in adults.
- Sexual knowledge which is beyond their age or developmental age.
- Sexual drawings or language.
- Saying they have secrets they cannot tell anyone about.
- Not allowed to have friends.

Confidentiality

Members, employees, volunteers and contractors must not discuss allegations of suspected abuse, substantiated or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse, the matter should be shared with the Town Clerk so the appropriate risk assessments may be undertaken.

Prevention

Recruitment

Prospective employees will be interviewed and previous relevant experience will be noted. Two appropriate references will be taken up for all employees. All employees will undergo a probationary period.

All members, employees and volunteers who are required to carry out duties that involve working with Children, Young People or Vulnerable Adults, or whose roles mean they come directly into contact with Children, Young People or Vulnerable Adults will be checked by the Government's Disclosure and Barring Service (DBS). In line with best practice, these checks will be repeated every 3 years.

Training

The Council will make the Safeguarding Policy available to all members, employees and volunteers. Line managers will encourage good practice and identify any training needs required through the Council's Appraisal System.

All members and employees will be expected to read this policy and sign the Declaration at the end of the document.

Members and employees will be offered appropriate training on safeguarding Children, Young People and Vulnerable Adults.

Reporting

The Council is committed to maintaining an open culture where members, employees, volunteers, contractors, children, young people, vulnerable adults, parents, guardians and carers feel able to express concerns both about child protection and issues of poor practice.

In addition to the procedures outlined in this policy, the Council's Complaints Policy is available to all members, employees, volunteers and the general public.

Use of Video and Photography

The use of photographs and images of young people will be controlled to prevent possible misuse. Photography notices will be placed clearly, advising the use of photographs and allowing the public to opt out of having their photo taken. Photographer will be identifiable and will be wearing either Town Council uniform, or a Town Council Lanyard which can be easily visible, to allow clear recognition by the general public. Any instances of unofficial photographs being taken, of an indecent nature, or where by permission has not been sought, will be referred to the police. Members, employees, volunteers and contractors should be vigilant at all times.

When commissioning professional photographers, or inviting the press to cover Council services, events and activities the Council's expectations must be made clear in relation to child protection by

checking the credentials of any photographers', ensuring identification is worn and by not allowing unsupervised access to Children, Young People or Vulnerable Adults, or one to one photographic session.

Codes of Practice and Behaviour

These guidelines have been devised to protect Children, Young People and Vulnerable Adults from abuse, as well as to protect members, employees and volunteers from situations where false allegations may occur.

These guidelines apply to those working with Children, Young People or Vulnerable Adults involved in activities organised by, or on behalf of Haywards Heath Town Council, or at services provided by Haywards Heath Town Council.

Members, Employees and Volunteers must:

- Treat everyone with respect, regardless of their age, gender, race or ethnicity, religion, disability, sex or sexual orientation, gender reassignment, marriage or civil partnership, pregnancy and maternity.
- Provide an example of good contact they wish others to follow.
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others.
- Respect a person's right to personal privacy.
- Provide access for Children, Young People and Vulnerable Adults to talk to others about any concerns they may have.
- Encourage Children, Young People and Vulnerable Adults to feel comfortable and caring enough to point out attitudes or behaviours they do not like.
- Remember that someone else might misinterpret their actions, no matter how well-intentioned.
- Recognise that special caution is required when discussing sensitive issues, such as bullying, bereavement, abuse or personal development.
- Recognise that some Children, Young People or Vulnerable Adults will be more vulnerable to abuse than others and may face extra barriers in getting help because of their age, gender, race or ethnicity, religion, disability, sex or sexual orientation, gender reassignment, marriage or civil partnership, pregnancy and maternity.
- Challenge unacceptable behaviour and report all suspicions/ allegations of abuse.
- Be identifiable, wearing either HHTC uniform or lanyard displaying names.

Members, Employees and Volunteers must not:

- Engage in physical horseplay, such as wrestling or tickling.
- Have any inappropriate verbal or physical contact with Children, Young People or Vulnerable Adults or make suggestive remarks or gestures.
- Permit abuse youth peer activities (e.g., initiation ceremonies, ridiculing, bullying etc.).
- Play physical contact games with Children, Young People or Vulnerable Adults.
- Jump to conclusions about others without checking the facts.
- Ask Children, Young People or Vulnerable Adults to do things that are potentially dangerous, illegal or otherwise unreasonable.
- Exaggerate or trivialise abuse issues.
- Show favouritism to any individual.

- Rely on just their good name to protect them.
- Believe it could “never happen to me”.
- Take changes when common sense, policy or practice suggest a more prudent approach.
- Allow allegations made to go unchallenged, unrecorded, and not acted upon.

Haywards Heath Town Council takes its responsibility very seriously. Employees who breach these guidelines will face investigation and may face disciplinary action, which could lead to dismissal. Volunteers in breach of the Code of Conduct will have their services terminated with immediate effect and their parent organisation (as appropriate) will be informed. If a member does not adhere to the policy, there may be grounds for reporting their behaviour to the Monitoring Officer, who may require investigation under the Member Code of Conduct. Where there is evidence of illegal activity, the member, employee, or volunteer will be reported to the relevant authorities and may face a criminal investigation.

Procedure in relation to specific services

Work Experience

Haywards Heath Town Council may offer work experience placements. The Council will ensure that employees working with Children, Young People or Vulnerable Adults are aware of the Safeguarding Policy and Procedure. Line managers are responsible for the health, safety and welfare of work experience students who under law are regarded as employees.

Employees aged under 18

Haywards Heath Town Council may employ workers under the age of 18. The Council will ensure that all employees are aware of the Safeguarding Policy and Procedure. Line managers are responsible for the health, safety and welfare of all employees.

Grants

All organisations applying for a grant will be required to supply a copy of their safeguarding policy in order for their application to be progressed.

Use of Contractors

Haywards Heath Town Council will take reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into regular contact with children, young people, or vulnerable adults, should have its own equivalent Child Protection and vulnerable adult policies, or failing this, must comply with the terms of this policy. This requirement will be written into the contract. If this is not met, the contractor will be deemed to be in breach of their contract.

First Aid

The administration of first aid to Children, Young People and Vulnerable Adults can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or guardian expressly permits this course of action. When administering first aid, wherever possible, employees should ensure that another adult is present, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered. Child welfare is of paramount importance. In certain circumstances members, employees, volunteers, and contractors may undertake first aid as a last resort, notifying parents / carers as soon as possible, to minimise a child's or vulnerable adult's distress.

Any hired first aid providers will be sought from a reputable company, with child protection procedures in place.

Misuse of Procedure

Malicious complaints about a member or an employee (s) and/or serious and/or persistent abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through Haywards Heath Town Council’s disciplinary process.

Policy Monitoring

All incidents and allegations of abuse and complaints will be recorded and monitored.

Declaration

Haywards Heath Town Council is fully committed to safeguarding the wellbeing of children, young people and vulnerable adults and promoting their welfare. Representing Haywards Heath Town Council as an Elected Member Working or working as an employee, volunteer or contractor of Haywards Heath Town Council it is important that you have taken the time to thoroughly read the Safeguarding Policy and Procedures document.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and vulnerable adults in our community.

I have received, read, and understood the Haywards Heath Town Council Safeguarding Policy and Procedures document. By signing I agree to adhere to the principles of the policy.

Signed: _____

Name (please print): _____

Date: _____

Safeguarding Reporting Form

Details of child, young person or adult at risk:

| | |
|-----------------|---|
| Name: | Address: |
| Contact number: | Gender: |
| Date of birth: | Any further information that may be useful to consider: |

Parents/carers details:

| | |
|--|---------------------------------|
| Name: | Address: |
| Contact number: | Email address: |
| Have parents/carers been notified of the incident?: Yes / No | If yes, please provide details: |

Details of reportee:

| | | |
|---|---------------------------------------|---|
| Are you reporting your own concerns or responding to concerns raised by someone else? | Reporting my own concerns | • |
| | Responding to someone else's concerns | • |
| If responding to someone else's concerns, please provide their details below: | | |
| Name: | | |
| Relationship to child, young person or adult at risk: | | |
| Email address: | | |
| Contact number: | | |

Incident Details:

| | | |
|---|---|------------------|
| Date/ Time: | | |
| Location of incident: | | |
| Description of the incident or concern: (continue on separate sheet if necessary & include reference number): <i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)</i> | | |
| Details of any previous concerns, incidents or relevant safeguarding records: | | |
| Child, young person or adult at risk account of the incident or concern: <i>(use their own words)</i> | | |
| Witness account of incident or concern: <i>(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)</i> | | |
| Details of any witnesses IF APPLICABLE: | | |
| Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i> | Relationship to child, young person or adult at risk: | Contact details: |

Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:

| | | |
|--|--|-------------------------|
| <p>Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i></p> | <p>Relationship to child, young person or adult at risk:</p> | <p>Contact details:</p> |
|--|--|-------------------------|

Outcome of incident & immediate actions taken: (tick box where relevant)

| | | |
|---|--|--------------------------|
| <ul style="list-style-type: none"> • Ambulance required? Y/N • Name of hospital / medical facility attended if applicable: • Police/fire/rescue services attended? Y/N <p>Notes:</p> | <p>First aid treatment provided: and by whom</p> | <p>Medication given:</p> |
|---|--|--------------------------|

| | | |
|-------------------|-------|-------|
| Signed By Author: | Name: | Date: |
|-------------------|-------|-------|

Reporting to the Designated Safeguarding Lead (DSL) section: (to be completed by DSL)

| |
|--|
| Date & time DSL notified of incident/concern: |
| Date & time this form passed on to DSL (if different from above): |
| DSL comments: <i>(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):</i> |

External agency referral: (tick box where relevant)

| MASH (Social Services) notified | LADO notified | Other referral made Agency: |
|--|--------------------------------|------------------------------------|
| Date & time of referral: | Date & time of referral: | Date & time of referral: |
| Name of contact person: | Name of contact person: | Name of contact person: |
| Contact number / email: | Contact number / email: | Contact number / email: |
| Agreed action or advice given: | Agreed action or advice given: | Agreed action or advice given: |

| | | |
|----------------|-------|-------|
| Signed By DSL: | Name: | Date: |
|----------------|-------|-------|

**Body Map
For Injuries Noticed Or Reported**

This form can be completed in addition to the safeguarding reporting form. This form must be completed in pen.

Details of Child, Young Person or Vulnerable Adult:

| | | |
|--------------------------|----------|----------------|
| Name- | Address- | Date of Birth- |
| Contact Number- | Gender- | |
| Any Further Information- | | |

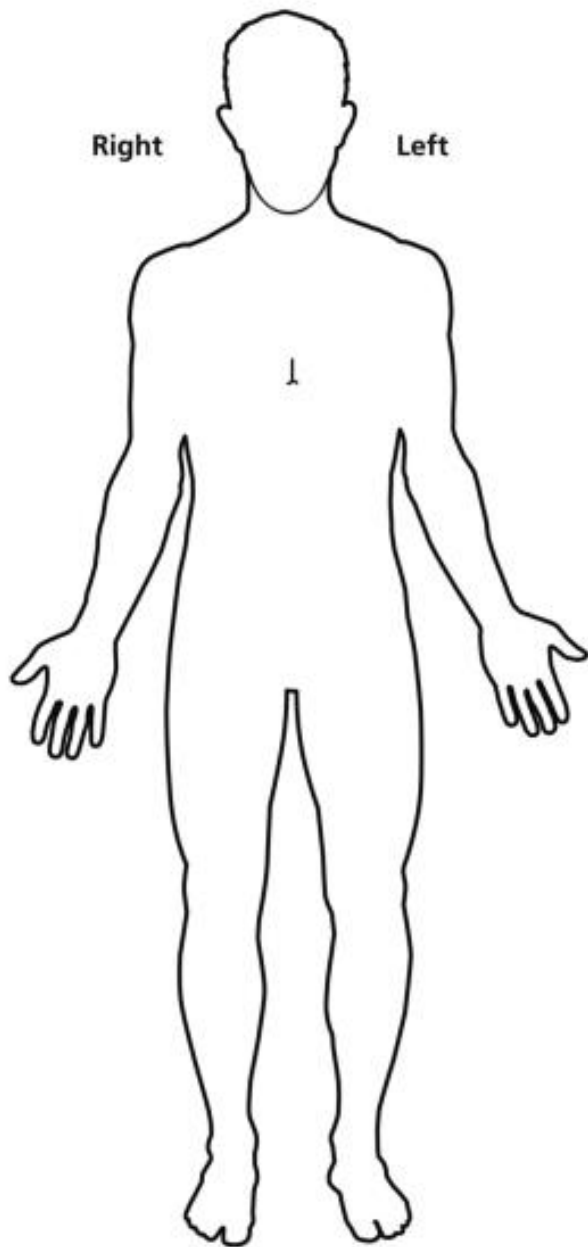
Details of Parent/ Guardian/ Carer:

| | | |
|---|---------------------------------|----------------|
| Name- | Address- | Contact Number |
| Have parents/carers been notified of the incident?: Yes / No | If yes, please provide details: | |

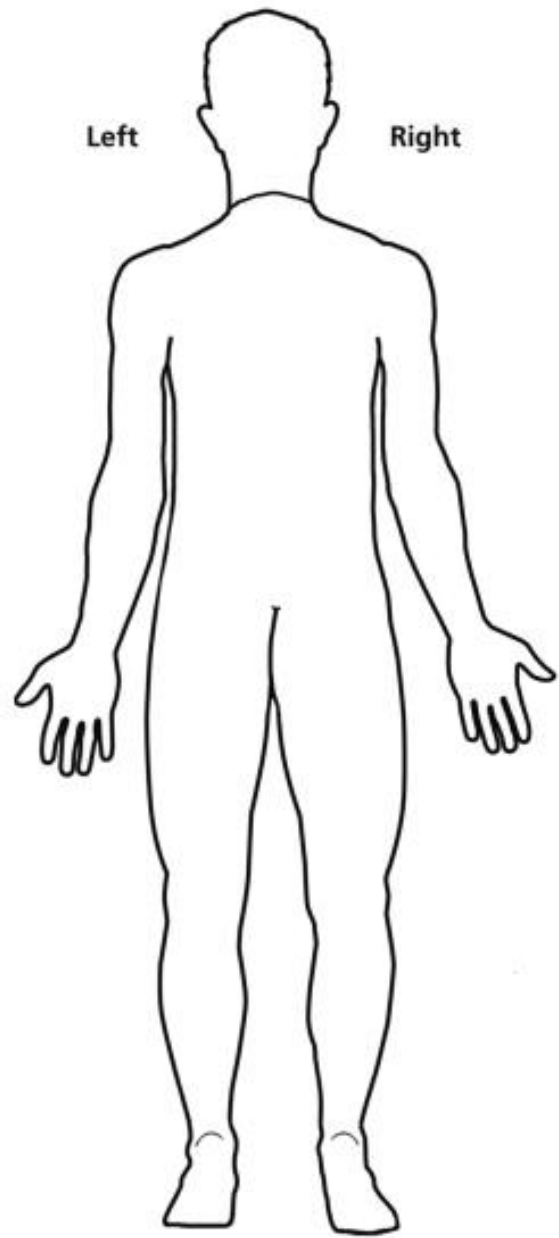
Details of reportee:

| |
|---|
| Name: |
| Relationship to child, young person or adult at risk: |
| Email address: |
| Contact number: |

| |
|---|
| Details of injuries observed- <i>(Continue on additional paper if required)</i> |
|---|



FRONT



BACK

Further Comments

Signed By Author:

Name:

Date: