

PARKS REPORT
RLA – 12 March 2026

Broomfield:

Football pitches have been slitted.

Eagles Road:

Fitted spur on fence and freed up gate at top of play area.

Heritage Park:

Chipped debris from New Burial Ground Allotments.

Leisure Centre car park has been cut back, cleared and cleaned.

Border at Madden Close has been cut back and cleared.

Knockhall:

Painted ceilings in changing rooms.

Cut back and cleared ivy from DS6 fenceline.

Football pitches have been slitted.

Swanscombe Park:

Repair made to old toilet block roof and removed moss.

Water leak has been repaired by contractors.

Bowls preparations are underway.

Valley View:

Chicken wire fitted to bottom of fence to stop rubble falling down from the bank.

Equipment / Staffing:

X2 cricket mowers at suppliers awaiting services.

Finishing deck requires x4 bolts.

X2 standard hand mowers require replacing with new mowers as they are breaking down.

Miscellaneous:

Graffiti cleared and repairs to Pavilion undertaken.

Cut back shrubs and trees by garages at Springvale

Anti moss spraying at all sites.

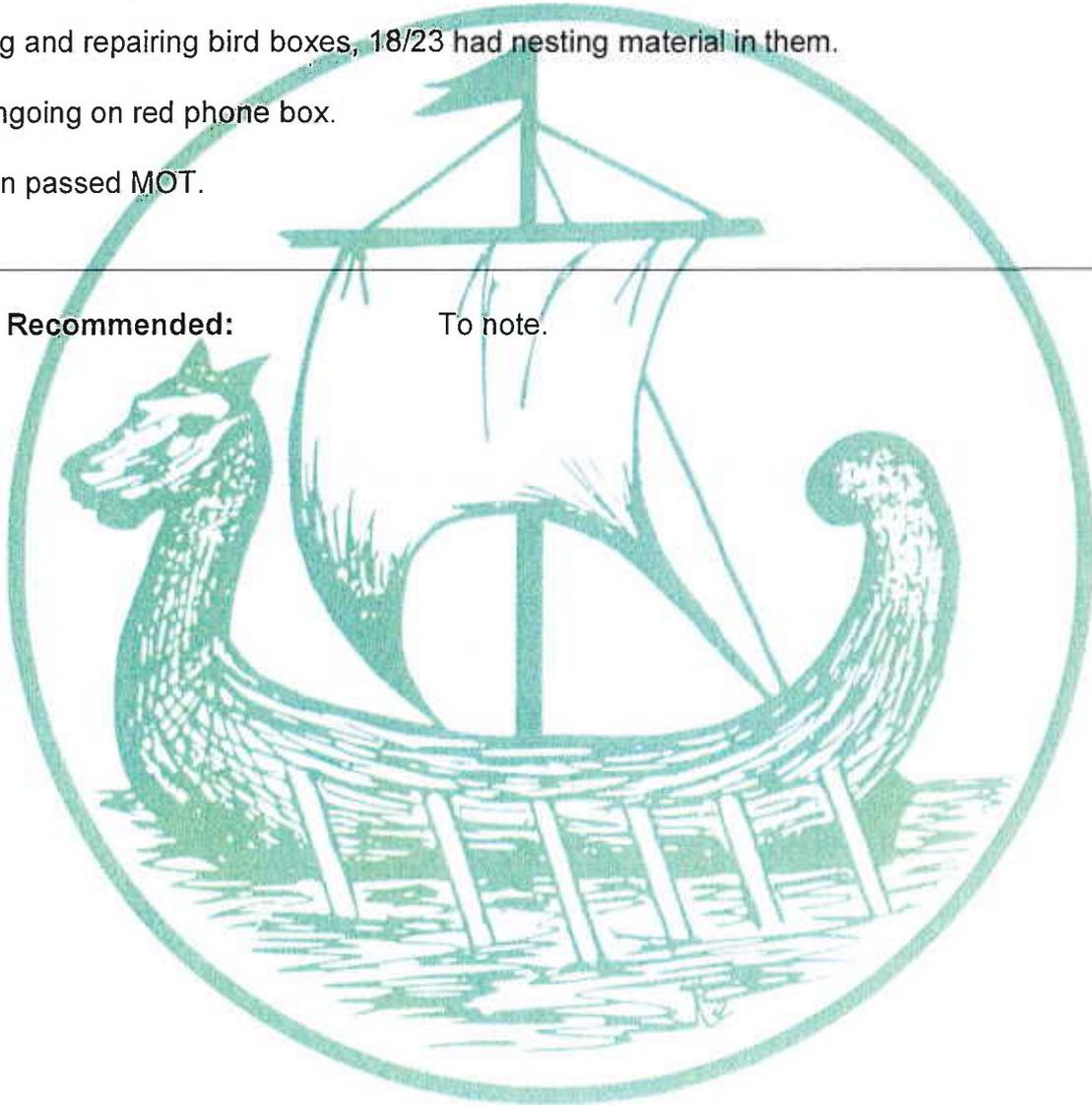
Cleaning and repairing bird boxes, 18/23 had nesting material in them.

Work ongoing on red phone box.

VMZ van passed MOT.

Recommended:

To note.



This page is intentionally left blank.

AGENDA ITEM 7.1

RCA 12/3/26

From: Karen.Cheese@kent.gov.uk <Karen.Cheese@kent.gov.uk>
Sent: 03 March 2026 13:46
To: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: RE: Safeguarding Policy Review

Good afternoon,

I have spoken to our funding team and they are happy to honour the small grant payment before you update your policy but we will require a copy of this amended policy after your AGM in May.

Regarding the changes, you need to include definitions of abuse within your policy (e.g., physical, emotional, sexual, neglect) specific risks such as CSE, online harm, FGM, County Lines, HBV, forced marriage.

You also need to include your DSL name and contact details.

You also need a code of conduct for your participants, volunteers, staff. Some guidance on writing codes of conduct can be found here: [Sample codes of conduct | CPSU](#)

I hope that helps but please let me know if you have any further questions.

Many thanks,

KAREN CHEESE
Events and School Games
Coordinator



Karen.Cheese@kent.gov.uk
03000 419675
www.activekent.org



active
Kent & Medway

From: Karen.Cheese@kent.gov.uk <Karen.Cheese@kent.gov.uk>
Sent: 02 March 2026 16:32
To: Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: RE: Reply Safeguarding Policy Review

Hi Graham,

Below is a description of what was written in the application form for the funding:

We are trying to provide a package of more activity related free events for children in the community over the summer of 2026.

These events would be free to take part in as we have a very high level of social deprivation within the town including high unemployment and lots of households claiming support /benefits.

We normally deliver events over the summer but haven't always had the financial resources to offer better events that get young people moving more. This year we want to provide a climbing experience by hiring in a mobile climbing wall.

Is it possible for you to make the following amendments to your safeguarding policy so that we can consider funding this application?

Definitions of abuse included in the policy

Contact details for the DSL

Codes of conduct for different roles

Many thanks,

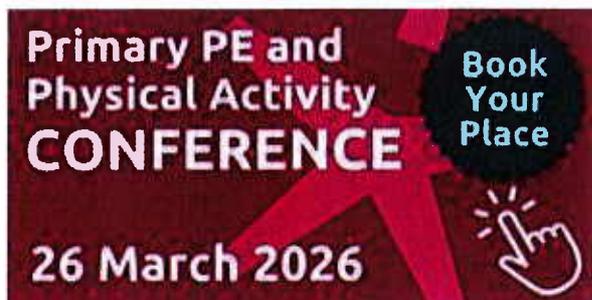
KAREN CHEESE
Events and School Games
Coordinator



Karen.Cheese@kent.gov.uk
03000 419675
www.activekent.org



active
Kent & Medway



Active Kent + Medway

From: Martin Harding <rfo@swanscombeandgreenhithetowncouncil.gov.uk>
Sent: 04 February 2026 18:05
To: 'karen.cheese@kent-gov.uk' <karen.cheese@kent-gov.uk>
Cc: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>; Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: FW: Safeguarding Policy Review

Thank you for your email and this is to advise you that Martin Harding is no longer working for the Town Council

I have forwarded this to admin/info and will ask that members of the recreation Leisure and amenities committee are asked to review this and provide comments

Do you have a deadline for comments

With thanks

d

Yours sincerely,

Swanscombe & Greenhithe Town Council
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA
Tel: 01322 385513

This email, and any attachments, is confidential and copyright protected; any dissemination of this communication is strictly prohibited unless prior authorisation has been requested and granted. Unless otherwise expressly agreed in writing, nothing stated in this communication shall be legally binding and any views, opinions or advice in it, unless otherwise stated, are personal to the author and not those of The Swanscombe and Greenhithe Town Council.

This page is intentionally left blank.

From: Karen.Cheese@kent.gov.uk <Karen.Cheese@kent.gov.uk>
Sent: 02 February 2026 16:13
To: Martin Harding <rfo@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: FW: Safeguarding Policy Review

Good afternoon,

I am emailing to follow up my previous email from 12th January regarding your safeguarding policy sent in relation to your funding application.

Please can you forward your updated policy to me asap.

Please let me know if you have any questions or queries.

Many thanks,

KAREN CHEESE
Events and School Games
Coordinator



Karen.Cheese@kent.gov.uk
03000 419675
www.activekent.org



From: Karen Cheese - GT GC
Sent: 12 January 2026 13:28
To: 'rfo@swanscombeandgreenhithetowncouncil.gov.uk'
<rfo@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: Safeguarding Policy Review

Good afternoon,

I am emailing regarding your safeguarding policy that you have sent with your application for AKM Small Grant & Workforce Development Fund.

Using Microsoft Copilot, we've developed a template (attached) based on best-practice guidance from the Child Protection in Sport Unit (for children's safeguarding) and the Ann Craft Trust (for adult safeguarding). This template helps identify where your current policies meet recommended standards and highlights opportunities for improvement.

Our goal is to work with you to ensure safeguarding remains a priority. Funding will only be available to organisations whose safeguarding procedures include:

For projects involving children:

Codes of Conduct

Contact details for the designated safeguarding lead in the organisation

Definitions of abuse

Legislation

Policy Statement

Review within the past 3 years

The procedure is specific about the need to record concerns, allegations, and decisions.

Up to date procedures to respond to child protection (including lower level concerns)

For projects involving adults:

Codes of Conduct

Definitions of Abuse

Designated Safeguarding Lead

Legislation

Policy Statement

Recording and Reporting

Responding to Concerns

Review within the past 3 years

We understand that Copilot may not always interpret content perfectly so this template is intended as a guide.

As you'll see from your review, there are a few areas that need to be developed before we can think about offering funding. The main ones are that there needs to be definitions of abuse included in the policy, there needs to be contact details for the DSL and codes of conduct for different roles need to be referenced. Please can you update your policy and send back to me for review.

For additional support, helpful resources are available via:

- Child Protection in Sport Unit - Putting safeguards in place for children in sport | CPSU (Children's Safeguarding)
- Anne Craft Trust - Safeguarding Resources & Guides - ACT (Adult Safeguarding)
- If you are an affiliated club, you can access support from our Sports Welfare Officers or your National Governing Body may also be able to provide tailored support.

Please let me know if you have any further questions or queries.

Kind regards,

KAREN CHEESE

Events and School Games
Coordinator



Karen.Cheese@kent.gov.uk

03000 419675

www.activekent.org



active
Kent & Medway



Policy & Procedures review

This review is based on the organisation's safeguarding children policy and procedures documentation. This assessment covers the adequacy of the documentation alone and cannot provide any assurance about the quality of practice.

Definitions

A **policy** as a brief statement of a set of principles and intent set in the context of relevant legislation and guidance.

The **procedures** provide the detail of what should happen within the organisation. Some organisations also have separate guidance documents to support staff, volunteers, children and families within their activities.

Policy & Procedures review

Element	What we are looking for	Comments and feedback
<p>Separate policy and procedures for safeguarding children and adults</p>	<p>Separate policy and procedures for safeguarding children and safeguarding adults.</p>	<p>[NOT MET] Only a single **Child Protection Policy** is provided. There is no separate safeguarding **adults at risk** policy or separate procedures. Recommendation: develop a distinct adult safeguarding policy and signpost procedures.</p>
<p>Home Nations considered throughout</p>	<p>Legislation and guidance is included for all Home Nations covered by the organisation. It is clear who covers separate areas across each nation.</p>	<p>[NOT MET] The policy appears England-specific and does not reference nation-specific legislation/guidance or who covers separate areas across the Home Nations.</p>
<p>Clarity of language and structure</p>	<p>Structure of documents is clear and well laid out. Language is precise and easy to understand. The documents make sense in the context of other safeguarding documents and procedures. Use of inclusive language.</p> <p>The best documents will have additional elements to make it clearer, e.g. use of contents page, numbering or bullet points, helpful flow charts or diagrams, summary etc. Easy read versions of policy and procedures.</p>	<p>[PARTIALLY MET] Document uses clear headings and bullet points (e.g. <i>*Implementation*</i>, <i>*Personnel Checks*</i>, <i>*Reporting of Concerns*</i>). However, there is no contents page, flowcharts, or easy-read version; inclusive language could be expanded.</p>
<p>Review within the past 3 years.</p>	<p>The policy and procedures have been reviewed within the three years or when there has been a change in government guidance or relevant legislation or significant organisational change. There is detail of:</p> <ul style="list-style-type: none"> • The date and version number of the policy revision is stated. • The author • The date of board approval <p>The safeguarding policies and procedures are easy to find and accessible to all stakeholders.</p> <p>The best documents will also refer to changes in government guidance, learning from</p>	<p>[PARTIALLY MET] Reviewed and adopted at AGM **14 May 2025** (minute 20/25–26), which is within 3 years. Version number, author, and change log are not stated; accessibility for all stakeholders is not evidenced.</p>

Policy & Procedures review

	<p>safeguarding reviews and changes in the organisational roles or structure.</p>	
Policy statement	<p>A statement committing the organisation to safeguarding children and young people.</p> <p>The best documents include links to organisational strategies.</p>	<p>[MET] Clear commitment to safeguarding in the *Introduction* and *Objective* sections, applying to all activities where under 18s are present.</p>
Up to date procedures to respond to child protection (including lower level concerns)	<p>A written procedure exists which lays out very clearly the actions to be taken, by whom and in what timescales for both current and non-recent historic abuse. Clear guidance on position of trust and peer on peer abuse. This is supported by flow charts. Procedures include what to do if the young person is in immediate danger. Procedures around referrals to statutory services are clear.</p> <p>The best documents will include a written procedure which lays out very clearly the actions to be taken, by whom and in what timescales for both current and non-recent abuse.</p>	<p>[PARTIALLY MET] Procedures outline immediate actions, verbal/written reporting to the Town Clerk, and referral to Police/Social Care where needed, with a timescale of "by the next working morning". Lower-level concerns are encouraged to be reported ("however insignificant"). Missing: flowcharts, explicit coverage of non-recent abuse, position of trust, and peer-on-peer abuse.</p>
Definitions of abuse	<p>Definitions, signs and indicators of abuse, including within the organisational context. Definitions of lower-level concerns. Definitions cover all nations covered by the organisation.</p> <p>The best documents also refer to more specific areas of abuse, such as County Lines, FGM, HBV, CSE, online abuse, contextual safeguarding, forced marriage.</p>	<p>[NOT MET] No definitions, signs or indicators of abuse (e.g., physical, emotional, sexual, neglect) are included; no references to specific risks such as CSE, online harm, FGM, County Lines, HBV, forced marriage.</p>
Guidance on how to talk to a young person who is raising a concern.	<p>There is clear guidance which offers appropriate instruction to staff and volunteers.</p> <p>The best documents include sources of support around listening to young people.</p>	<p>[NOT MET] No guidance provided for staff/volunteers on receiving a disclosure (e.g., listening without judgment, avoiding leading questions, explaining next steps, support options).</p>

Policy & Procedures review

<p>The procedure provides guidance on when to talk to parents and carers about concerns</p>	<p>Clear instruction is provided on talking to parents and carers, and when not to do so.</p>	<p>[NOT MET] The policy does not set out when to inform parents/carers or when not to (e.g., where this may place a child at further risk or jeopardise an investigation).</p>
<p>The procedure is specific about the need to record concerns, allegations, and decisions.</p>	<p>Record keeping is covered in the procedure. Roles, responsibilities and timescales for recording concerns are stated. A link to or a copy of the organisation's concerns form is included.</p>	<p>[PARTIALLY MET] Record-keeping responsibilities are outlined (secure/confidential records, signed/dated incident reports, countersigning). Timescales beyond "next working morning" are not set and no concern/incident form template is included.</p>
<p>There is guidance about who makes decisions/takes responsibility for different thresholds of concerns</p>	<p>It is clear who is responsible for responding to concerns and who else needs to be involved. Links to case management procedures are clarified. Cross reference to flow charts.</p> <p>The best documents include reference to threshold guidance to inform staff, volunteers and participants where different levels of concerns are managed.</p>	<p>[PARTIALLY MET] The Town Clerk is designated as Responsible Officer with duties to decide actions and liaise with authorities; Town Mayor/Committee are notified. There is no reference to local threshold guidance or a case management framework.</p>
<p>Contact details for the designated safeguarding lead in the organisation</p>	<p>The lead safeguarding officer is named and their contact details included prominently. Back up arrangements are outlined (this could be referral to the NSPCC helpline.) If covering more than one nation – include contact details for each nation.</p>	<p>[PARTIALLY MET] The Town Clerk is named as Responsible Officer, but no contact details are provided and there are no back-up arrangements or deputies listed.</p>
<p>Safeguarding roles are outlined</p>	<p>All safeguarding roles are outlined including the lead safeguarding officer, deputy officer, board safeguarding champion and others with designated safeguarding roles. There is a direct line of responsibility between the LSO and senior management/board.</p>	<p>[PARTIALLY MET] Roles for the Town Clerk (RO), Town Mayor and Committee oversight are described. No deputy safeguarding lead or board safeguarding champion is identified.</p>
<p>Safeguarding arrangements when working in partnership with</p>	<p>Clarification of the procedures for safeguarding arrangements when working in partnership with</p>	<p>[PARTIALLY MET] Policy notes consultation with hirers of Council-owned premises and site audits prior to activities. It does not set clear</p>

Policy & Procedures review

<p>other organisations or at other venues are outlined.</p>	<p>other organisations or at other venues.</p> <p>The best procedures include a link to risk assessment procedures where relevant.</p>	<p>requirements for partners' safeguarding standards nor link to risk assessment procedures.</p>
<p>The procedures clarify what to do if the response from children's social care or police is unsatisfactory</p>	<p>Provides guidance on how to escalate a concern.</p>	<p>[NOT MET] No explicit escalation route is described if statutory responses are delayed or unsatisfactory (e.g., how/when to escalate and to whom).</p>
<p>Information sharing is outlined</p>	<p>The boundaries of confidentiality are outlined. The welfare of the child is included as a key principle. There is a link to information sharing guidance.</p>	<p>[PARTIALLY MET] Confidentiality and restricted access to records are covered. The policy does not set out information-sharing principles (e.g., lawful basis, consent, proportionality) or link to government guidance; it does not state that child welfare overrides confidentiality.</p>
<p>Codes of conduct</p>	<p>Codes of conduct are included for a range of roles including coaches and instructors, referees and officials, parents and young people.</p> <p>There is an explicit link between codes of conduct and disciplinary procedures.</p> <p>All codes of conduct are signed up to.</p> <p>These could be separate but linked to the policy and procedures.</p>	<p>[NOT MET] No codes of conduct for staff/volunteers/parents/young people are included or referenced, nor linkage to disciplinary procedures for breaches.</p>
<p>Training</p>	<p>Safeguarding training requirements and expectations of different roles are clear.</p>	<p>[PARTIALLY MET] The Responsible Officer ensures "adequate induction and training," but there are no role-specific requirements, frequencies, or approved training standards listed.</p>
<p>Sport specific guidance</p>	<p>Addresses risk and practice specific to the sport.</p>	<p>[N/A] Not applicable to a Town Council policy unless delivering sport-specific activities. If relevant activities are delivered, add sport-specific risk and practice guidance.</p>
<p>Case management</p>	<p>Processes to respond to concerns, assess risk and make decisions or recommendations are outlined.</p>	<p>[PARTIALLY MET] Processes to receive reports, keep records, and decide actions are described. There is no formal case management structure,</p>

Policy & Procedures review

	The best documents will include the structure and terms of reference of the case management group where appropriate.	terms of reference, or multi-disciplinary decision-making process.
Disciplinary	There are links between safeguarding and disciplinary procedures.	[MET] Clear linkage to Staff Disciplinary Procedures, including suspension under gross misconduct where allegations warrant, and liaison with Police/Social Care.
Appeals	There are clear processes available about how to appeal decisions. Appeals are heard by different people to those who have made the original decisions.	[MET] Rights of appeal are referenced where matters proceed under misconduct/gross misconduct procedures; appeals considered by different decision-makers are implied.
Whistleblowing procedures	There is a clear link between the safeguarding and the whistleblowing procedures.	[NOT MET] No whistleblowing policy is referenced or linked; there is no guidance on protected disclosures or routes independent of line management.
Communication for young people	There is a child friendly version that simplifies the main policy The best documents are where the policy was developed by and with young people. There is a process where young people can give feedback.	[NOT MET] No child-friendly version, youth-tested summary, or mechanism for young people to provide feedback is included.
Service Level and funding agreements specify minimum safeguarding requirements.	All these agreements require the funded organisation/activity to have safeguarding policies and procedures in place. The best documents include processes to monitor and review process and provide opportunities to gain feedback on safeguarding from children and young people, parents/carers and other stakeholders.	[NOT MET] No reference to safeguarding requirements within service level or funding agreements, nor monitoring/assurance processes for funded partners.
Procedures/guidance is available in the following areas:		
Online safety	Procedures are available	[NOT MET] No online safety procedure (e.g., social media, messaging, virtual sessions, device use) is included.

Policy & Procedures review

Photography	Procedures are accessible and easy to understand and use.		[NOT MET] No guidance on images/filming consent, storage, or event accreditation for photographers.
Changing rooms	Where appropriate there are flow charts, template forms.		[NOT MET] No supervision/changing facilities guidance, mixed-age considerations, or privacy measures described.
Event safeguarding (including virtual events)			[NOT MET] No event-specific safeguarding procedure or checklist for planning, roles, briefings, or emergency arrangements.
Staffing ratios			[NOT MET] No minimum staffing ratios or supervision arrangements (incl. mixed genders, one-to-one) are given.
Anti-bullying			[NOT MET] No anti-bullying policy or procedure referenced (incl. cyberbullying and prejudice-based bullying).
Information sharing			[PARTIALLY MET] Confidential record-keeping is referenced; however, there is no stand-alone information-sharing procedure or templates.
Safer recruitment			[PARTIALLY MET] Recruitment checks are referenced (enhanced **CRB** check and references) with applicant consent and disclosure expectations. Terminology is outdated (**DBS** should replace **CRB**). Wider safer-recruitment steps (advertising, role descriptions, interview, risk assessment, probation, supervision) are not covered.
Guidance on the additional safeguarding needs of some young people	<p>Outline of which young people are more vulnerable to abuse and why. This could include:</p> <ul style="list-style-type: none"> • LGBTQ+ young people • Black and Minoritised Ethnic Communities • Deaf and disabled young people • Elite level young athletes • Young people from more disadvantaged communities. <p>Links to EDI procedures.</p>		[NOT MET] No section identifies groups with additional vulnerabilities (e.g., disabled children, LGBTQ+ young people, those from minoritised communities, care-experienced youth) or links to EDI procedures and reasonable adjustments.

Policy & Procedures review

	<p>The best documents will refer directly to the organisation's own membership and areas of vulnerability, alongside how this is being addressed.</p>	
--	---	--

CHILD PROTECTION POLICY

(This Policy was adopted by the full Council at its AGM held on 14 May 2025. minute 20/25-26.)

INTRODUCTION

This policy applies to all activities of the Town Council where children and young people under 18 years of age are present and to those working in such activities whether as an employee, volunteer, representative or otherwise.

OBJECTIVE

The objective of the Town Council's Child Protection Policy is to contribute to the personal safety of all children using the facilities and resources of the Town Council, through actively promoting awareness, good practice and sound procedures.

IMPLEMENTATION

The Town Council shall appoint the Town Clerk as the Responsible Officer (RO) for all aspects of child protection awareness and implementation of this Policy.

The RO will be responsible to the Town Council for;

1. ensuring the policy is implemented throughout the Town Council's activities;
2. ensuring all necessary child-protection related enquiries, procedures and investigations (if any) are carried out;
3. ensuring secure and confidential records relating to child protection matters;
4. instruction of staff members to ensure implementation and strict adherence of the policy by all staff and volunteers;
5. liaison with Social Services and/or the Police at a formal and informal level on child protection matters;
6. the reporting of allegations and suspicion of abuse to the appropriate authorities;
7. ensuring there is adequate induction and training relating to child protection matters;
8. ensuring that each activity carried out by the Town Council which involves any exposure to children adheres to good practice with regard to personnel, practises and premises;
9. checking all incident reports made by staff and volunteers, countersigning them, and making such reference to authority as is appropriate.

PERSONNEL CHECKS

The Town Council's aim is to ensure, as far as is possible, that anyone, paid or voluntary, who seeks to work with children and young people and gains substantial access to them is as safe to do so in child protection terms as can be guaranteed.

The Town Clerk will ensure that the following checks are carried out on all prospective and current employees whose work may create a situation of substantial access to children and young people;

- a Criminal Records Bureau (CRB) check at enhanced level
- a personal referee (a person who is not related to the applicant and who preferably knows of the applicant's character, trustworthiness, any previous experience of working with/looking after children and young people), nominated by the applicant

The consent of the applicant must be obtained to enable such enquiries to be made. No application may proceed unless such consent is given by the applicant.

At all times the onus is on the applicant/employee/volunteer/contractor to reveal any conviction, caution, bind over, probation order or pending prosecution, whether imposed prior to, or within the period the applicant/employee works for the Town Council.

The Town Clerk has the discretion to accept or not any previous reference, police check, social services endorsement etc. provided by an applicant/employee in substitution for the above enquiry process.

REPORTING OF ENQUIRY RESULTS

The Town Clerk will indicate to the Town Council whether an applicant/employee is suitable to work for the Town Council, as revealed by the results of the checks.

Where a Schedule One offence is indicated by the above process, the Town Clerk acting on behalf of and with the full endorsement of the Town Council must rule the applicant unsuitable, and that person must not undertake any form of work or help with the Town Council. If such an attempt is made by a convicted Schedule One Offender or by any person prohibited under legislation from working with children and young people or from being in proximity to places where they may gather etc. the Town Clerk is obliged to immediately inform Social Services and the Police.

The Town Clerk will inform a meeting of the Personnel Committee on the approval or otherwise of applicants or employees.

The Town Clerk shall be authorised to undertake any additional enquiries as considered appropriate and sanctioned by the applicant as may assist the making of a recommendation to the Town Council.

PERSONNEL RECORDS

The Town Clerk shall maintain a confidential file on each applicant/employee in which shall be kept:

- copies of all forms, consents and replies as above;
- notes for file on all communications regarding the processing of enquiries

The file of an unsuccessful applicant shall be kept for six months and then safely destroyed by the Town Clerk – this period will be increased to twelve months from the date of leaving the Town Council's service for any successful applicant who commences work with the Town Council.

Anyone working with the Town Council has the right to inspect their own confidential records and may do so upon written request to the Town Clerk who shall not withhold consent unreasonably. The Town Clerk may only withhold such agreement and access if to do so might potentially jeopardise a Police or Social Services investigation relating to child

protection matters or might lead to a child's welfare and safety being compromised. The Town Clerk need give no reason for such withholding of consent. The Town Clerk will report such a situation to the Town Council simply that a request was made and refused for reasons relating to the welfare of children.

The Town Mayor may have access to such records kept as above, with the same caveat applying.

ACTIVITIES

Prior to any activity/site/programme being commenced, the Town Clerk shall ensure that adequate child protection procedures are in place.

In consultation with appropriate hirers of the all Council owned premises the Town Clerk shall ensure a site audit/visit is undertaken to ascertain the layout of premises/site, helpers and supervision required to achieve adequate personal safety of children and young people.

There may be a need to audit/visit an existing site if in the opinion of the Town Clerk there have been significant changes to the last use of that site.

REPORTING OF CONCERNS

Those working for the Town Council or on Town Council activities have a duty to ensure that any suspicion, incident, allegation or other manifestation relating to child protection is reported to the Town Clerk.

Disclosure of evidence for concern may occur in any number of ways. This may be by what a child says, about itself or another child or children. It may be through interception of a written item, or through observation of activity or behaviour giving cause for concern. It may be through changes in behaviour or attitude. There may be physical, emotional pointers such as bruising, staining, inappropriate behaviour or knowledge. These and many other signs can be picked up by employees.

IT IS VITAL FOR THE SUCCESSFUL OPERATION OF THIS POLICY THAT ALL INCIDENTS, OBSERVATIONS, HOWEVER INSIGNIFICANT, ARE REPORTED TO, AND LOGGED BY, THE TOWN CLERK.

The employees concerned will make a verbal report to the Town Clerk and also make a written report outlining in adequate detail what was heard, seen, reported, alleged etc. Verbatim quotes from a child are important, as is the retention of anything which gave cause for concern. The employee will sign and date the report. The Town Clerk will countersign the report and at the latest, the next working morning, draw the attention of the report to the Town Mayor and the Chairman of the Executive & Emergency Committee.

If more than one employee has an observation on the same incident on the day in question, a separate report is to be made by each employee and treated as above. The Town Clerk will ensure the reports are cross-referenced and dealt with as one.

THE BASIC PRINCIPAL IS THAT THERE CANNOT BE TOO MUCH DETAIL OR DISCUSSION WHERE THE PROTECTION OF CHILDREN IS CONCERNED.

Many reports will be purely minor in nature, however, it is important to treat them with due seriousness in case there may already be existing information concerning a child.

The Town Clerk will take an appropriate course of action as follows;

- Immediate report to Social Services and/or the Police: this covers any situation where, in the judgement of the Town Clerk, there is perceived to be an immediate danger to a child or detection of criminal offences or other form of obvious ongoing/future/recent serious harm.
- Where a child seems at imminent harm of danger/injury or worse then the Town Clerk is authorised to make a complaint to the Police in order to secure immediate action and protection of a child.

ALLEGATIONS AGAINST EMPLOYEES

If a child or parent/carer makes allegations to the Town Council against any person working for the Council, whether paid or unpaid, the following procedure will come into force;

- The person receiving the complaint will contact the Town Clerk who will immediately inform the Town Mayor. On receipt of the complaint the Town Clerk will contact Social Services to apprise them of the situation. Normally this will be by informal channels but if there is a criminal allegation, the contact will be formal to the duty social worker and/or the Police.
- The Town Clerk should inform the person against whom an allegation has been made as soon as possible (unless there appears to be a cast that this might prejudice a criminal investigation). This will require consultation with the Police.

The course of action to be taken from thereon will be decided by the nature of the allegation(s).

If a criminal allegation e.g. of sexual abuse and impropriety is made, or physical assault, or inappropriate behaviour, the Town Clerk will activate the Staff Disciplinary Procedures and suspend the person under the heading of Gross Misconduct. If warranted, this may be without pay, for example, an employee found in a situation of actual wrongful behaviour. The matter must then be reported immediately to the Police and Social Services. The suspension will remain in force unless/until the Police and/or Social Services confirm there was no substance to the report. An incident report will be made and treated as confidential.

If there is no criminal allegation the Town Clerk will gather as much detail from available sources of information as possible but not including seeking to interview any child if there is a criminal allegation (which is a matter for the authorities). Where appropriate the Town Clerk should consider whether suspension of the employee is advisable and recommend accordingly to the Town Mayor and Executive & Emergency Committee Chairman. This may include a situation which, though non-criminal, could lead to a decision of gross misconduct.

The Town Clerk will report to the Town Council on the outcome of such an investigation and will recommend whether the circumstances constitute grounds either;

- to treat the matter as a disciplinary issue, either as a misconduct or gross misconduct, with associated rights of appeal or;

- to dismiss the allegations as unfounded, or to make such other non-disciplinary recommendations as are appropriate.

The Town Mayor shall consider such recommendations and report to the next meeting of the Executive & Emergency Committee. The person against whom such non-criminal allegations are made should be afforded ample opportunity to give an explanation or answer to any allegation at an interview conducted by the Town Clerk, Town Mayor and Chairman of the Executive & Emergency Committee.

MONITORING AND REVIEW

The Town Council shall, from time to time, monitor and review this Policy and its effectiveness, the Town Clerk shall ensure that any new statutory legislation is incorporated accordingly as well as seeking the views, where appropriate, of employees.

This page is intentionally left blank.

AGENDA ITEM 7.3
RLA 12/3/26

From: Brooke.Cordrey@kent.gov.uk <Brooke.Cordrey@kent.gov.uk>

Sent: 04 March 2026 09:48

To: RFO <rfo@swanscombeandgreenhithetowncouncil.gov.uk>

Subject: The Grove EV chargers

Hi Martin,

I hope you are well and apologies for the very delayed response, we've been pushing Connectd Kerb for updates and working with OZEV to see how far we can delay the funding and unfortunately, we are unable to have any further extensions and we are now having to return the funding we had for the expansion at The Grove. I apologise for the bad news, and it is very disappointing, however we do have the plans and drawings so that if we are able to drawdown any further funding, we can definitely re-explore the expansion. The Grove is still very well used and there is a clear need for EV chargers in the area, therefore we are exploring on-street options through our LEVI project with our supplier Urban Fox and we've identified a few options that are going to be put through surveys to determine viability. I am hopeful over the next 10 years we can install various locations to help residents who either need to charge or are looking to switch to an EV. Please do let us know if you have any location suggestions.

I do also have some good news for you, we've had the reporting for 2025 and I have your profit share figures. For The Grove the total profit share is £2,239.10 and for Swanscombe Leisure the total is £1,191.57. I'll raise a purchase order which will come directly through via email and then please send us over an invoice with the PO added to the description.

Please let me know if you have any questions or if there's anything else I can do.

Best wishes,
Brooke

Brooke Cordrey | Transport Planner | Network Innovations | Traffic Management | Kent County Council

38/25-26 **ELECTRIC VEHICLE CHARGING POINTS (EVCP), LICENCE AGREEMENT RENEWAL WITH KENT COUNTY COUNCIL (KCC) (p).**

The Town Council currently held a licence agreement with KCC to install and maintain x 4 EVCP's at the Grove Car Park, Swanscombe. This would expire in March 2026, but KCC had been successful in securing funding to install a further x 4 EVCP's at the site.

KCC recommended that the agreement for the existing x 4 spaces be renewed at this point and the additional x 4 EVCP's be added into a single agreement.

MOVED by Councillor Dawn Johnston and seconded by Councillor Peter Harris.

RESOLVED:

1. That the installation of the additional x 4 EVCPs in the bays adjacent to the existing points be agreed.
2. That the renewal agreement with KCC be signed outside of this meeting in line with Standing Order 21.

There being no further business to transact the Meeting closed at 8.10 pm.

Members were invited to join the Mayor Elect for refreshments after the Meeting.

Signed: _____

(Chairman)

Date:- _____