

Siddington Village Hall Safeguarding Policy

Approved by Siddington Village Hall Trustees	20th April 2021
Review Date	20th April 2022

Siddington Village Hall Policy for Safeguarding Children, Young People and Vulnerable Adults

Introduction

This statement of policy and procedures applies to users of, and activities in, Siddington Village Hall.

This policy defines how Siddington Village Hall operates to take all reasonable steps to safeguard children, young people and adults at risk of abuse or neglect.

All references within this policy to safeguarding children should be taken to include safeguarding vulnerable adults. The term 'children' refers to those under the age of 18 years and 'Village Hall' refers to the grounds as well as the building.

1.0 Purpose

1.1 The purpose of this policy is to:

- Demonstrate that the Trustees of Siddington Village Hall are committed to the protection and safety of everyone who enters our premises.
- Provide the Trustees, event and activity organisers, staff and volunteers with the overarching principles that guide our approach to Safeguarding and child protection.

2.0 Policy Principles

- 2.1 The Trustees aim to provide a safe and secure venue and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. The Trustees also have a duty to safeguard and support any volunteers, and staff.
- 2.2 All of the Trustees will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- 2.3 This policy is made available to all adults who use the Hall for any activities, including those who run events and activities on behalf of the Trustees. In most cases children will be accompanied by an adult (parent or carer), who will take responsibility for them. Young people (defined as secondary school age or above for the purposes of this policy) are more likely to attend on their own. Vulnerable Adults may attend activities independently and may need additional protection accordingly.
- 2.4 The Trustees are committed to ensure that robust safeguards are in place, that policies and procedures are current and fit for purpose and that complaints are investigated and handled promptly, efficiently, sensitively and without fear or favour.
- 2.5 Enquiries about the operation of this policy may be made in the first instance to Kim Tye, the named person responsible for safeguarding at Siddington Village Hall.

Safeguarding policies are subject to annual review and the procedures are updated as and when necessary, (i.e. when regulations or recommendations change)

3. Procedures for Safeguarding

- 3.1 All members of the Trustees will have signed the Siddington Village Hall Trustee Statement of Eligibility form which includes a declaration that they have no convictions in relation to abuse.

- 3.2 A member of the Trustees will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency to the relevant safeguarding agency.

The named person responsible for safeguarding is Kim Tye

- 3.3 The named person for safeguarding will familiarise themselves with safeguarding responsibilities and undertake training on safeguarding issues, including whistle blowing, where it is available. They will ensure that this information is disseminated to all other Trustees and act as a resource in all matters relating to safeguarding.
- 3.4 If any user of the Hall has concerns about the behaviour or actions of anyone associated with the Hall they should immediately inform the named person in their group responsible for safeguarding. The named person responsible for safeguarding at Siddington Village Hall or the Chair of the Trustees will also be informed. Contact details will be maintained on the Village Hall notice board. Anyone acting in an unsafe or unwise manner may be subject to referral to the relevant authorities.
- 3.5 Any concern disclosed to a user or hirer of the Hall should be recorded by them as soon as practicable. Leading questions should not be asked but a clear factual written record of what has been disclosed. All referrers should follow the summary guidance:
- Record the date and time
 - Don't promise to keep what you're told a secret
 - Tell the child or young person what you will do next
 - Don't make promises you can't keep
- 3.6 All disclosures should be immediately reported to the named Safeguarding person for the hiring group who should as soon as possible inform the Siddington Village Hall named safeguarding person via e mail svhsafeguarding@gmail.com
- 3.7 Confidentiality cannot be promised in any case where an individual may be in danger of any form of abuse. Abuse can include physical, sexual, emotional or neglect. Siddington Village Hall may without reference to any person seek assistance from or make a referral to any competent authority for them to advise or take appropriate further action, with the adult responsible for the individual who has made a disclosure being notified if appropriate.
- 3.8 Persons making relevant disclosures to Siddington Village Hall must co-operate fully with the named person responsible for safeguarding and any competent authority in dealing with investigations into complaints. Any recommendations and further actions must be carried out.

4. Disclosure and Barring

- 4.1 Groups and individuals hiring the Hall are responsible for their own safeguarding arrangements. The Hall's responsibility is to ensure that anyone who runs events or activities specifically for Children, Young People or Vulnerable Adults maintain the required levels of disclosure, supervision and have appropriate training. Organisers of activities attended by vulnerable persons must have appropriate measures in place to ensure sufficient protection is afforded to those persons. Organisers of such activities must disclose those measures to Siddington Village Hall Trustees upon request. Use of

Siddington Village Hall may be refused where adequate protection for such vulnerable groups cannot be demonstrated.

- 4.2 All hirers of the hall will sign a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). However, evidence will not be required:
- When the hiring organisation might reasonably be expected to have fulfilled DBS requirements (such as schools and national associations like Brownies)
 - For personal non-commercial events like birthday parties where the parent of the children are present. (for such events, hirers should themselves be satisfied with safeguarding arrangements for anyone supplying entertainment etc).
 - Where the activity is not being provided primarily for children, or where it is reasonable to assume that any children will be accompanied by a responsible adult.
- 4.3 Groups which serve the under 3, 3-5 and 5- 11 age groups will follow the Ofsted guidelines for levels of supervision.

<https://www.gov.uk/government/publications/ofsted-safeguarding-policy>

5.0 Safe Recruitment and Selection of Staff and Volunteers

- 5.1 All members of the Trustees, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
- 5.2 The Trustees will follow safe recruitment practices and take all reasonable steps to ensure that any employees and volunteers are suitable and appropriate.
- 5.3 All potential employees will be interviewed and references taken up. DBS checks will be requested if appropriate.
- 5.4 All volunteer Trustees will be required to sign and return the Trustee statement of eligibility.