

Horsley Village Hall

Safeguarding Policy & Procedure

Policy Statement

Horsley Village Hall Trust recognises that it has a statutory and moral duty to ensure that it safeguards and promotes the welfare of children, young people and adults during their time spent at the Village Hall. The term “children” means “those under the age of 18”. The Horsley Village Hall Trust recognises that some adults are also vulnerable to abuse. Accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

Definitions

Child: A young person under the age of 18.

Vulnerable Adult: A person aged 18 years or over who is or may be in need of community care services by reason of mental or another disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Disclosure: A person states they have been or are being abused by another.

Allegation: A member of Trustees or volunteer working with children or vulnerable adults is accused of committing an abuse.

Abuse: This is the violation of an individual’s human and civil rights by any other person.

It may consist of a single act or repeated acts. It may be physical, verbal, or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter financial or sexual transactions to which he or she has not consented or cannot consent to.

Abuse can occur in any relationship and may result in significant harm to, or exploitation of the person subject to it.

Horsley Village Hall Trust works to:

Safeguard the welfare of the young people and vulnerable adults we work with by protecting them from physical, sexual, and emotional harm.

Support the creation of an environment where young people and vulnerable adults are listened to and are encouraged to talk about themselves, their lives, and any concerns they may have.

Horsley Village Hall Trust will seek to safeguard children and vulnerable adults by:

- 1) Valuing them, listening to, and respecting them.
- 2) Recruiting volunteers safely and depending on type of engagement, ensuring all necessary checks are made and training received. Trustees and volunteers will seek to ensure children are accompanied and cared for by a responsible adult and will not take responsibility for care of children / vulnerable adults throughout events / activities delivered by the Trust.

- 3) Trustees and volunteers will not undertake any lone working and will work in pairs (at least) to protect themselves and participants from any abuse and/or allegation.
- 4) Sharing information about child protection and good practice with children, parents, and volunteers.
- 5) Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- 6) Providing effective management for Trustees and volunteers. Trustees will complete safeguarding training, be aware of how to manage concerns and via supervision, will support volunteers when they are engaged at the hall.

Horsley Village Hall Trust recognises that children, young people, and vulnerable adults may suffer abuse in different ways:

Physically: Any purposeful acts of violence causing injury.

Sexually: The exploitation of authority or power to involve a child in sexual gratification.

Emotionally: Emotional ill-treatment or rejection affecting emotional or behavioural development.

Neglect: Failure to provide a child with basic needs including access to adequate food, health care or education.

Trustees and volunteers will be on guard to spot the signs and symptoms of abuse such as changes in appearance, injuries and marks, and changes to a child's behaviour.

Trustees' responsibilities

The Trustees appointed to act as Safeguarding Leads for Horsley Village Hall are Hilary Cobb (Lead) 07769037596 and Jude Deeks 07738331904 (Deputy).

The leads will:

- Ensure policies and procedures around safeguarding (and related policies) are in place and are regularly reviewed and updated.
- Be the main point of contact for hirers or anyone regarding safeguarding at the hall. Supporting them to make referrals if needed.
- Ensure that DBS checks are carried out where appropriate in line with <https://www.gov.uk/government/collections/dbs-eligibility-guidance> .
- The lead(s) will ensure the hall's Hiring Agreement is in line with safeguarding principles and procedures.

All Trustees will:

- Complete Safeguarding training every 2 years.
- Understand actions to be taken should it be necessary to report an incident.
- Be aware of safe and appropriate working with volunteers (Volunteer Code of Conduct and Agreement).
- Understand that safeguarding is everyone's responsibility, and the appointment of Safeguarding Leads does not abdicate responsibility regarding safeguarding in the Village Hall. (Acre 2021)

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Horsley Village Hall Trust will respond to suspicions or allegations of abuse by:

Following up and acting (where appropriate) on any low-risk disclosure or initial concern of abuse.

Trustees/volunteers/ groups using the hall will offer support and guidance to the child / adult and ensure their current safety.

Trustees / volunteers will record incidents and make the necessary agencies aware of any potential for concern.

If unsure about the level of risk or appropriate support, Trustees/volunteers can seek advice by calling:

Northumberland County Council's One Call

01670 536 400.

This is a 24 hrs a day & 7 days a week contact centre.

If you are concerned about an adult or child you can access an online form at:
<https://online.northumberland.gov.uk/citizenportal/form.aspx?form=SafeGuardingchild>

Following any disclosure or concern for a young person or vulnerable adult in immediate danger Trustees/volunteers will follow the procedure as attached to this policy and **contact emergency services - 999.**

Horsley Village Hall Trust will maintain records and respect confidentiality:

Trustees or volunteers will inform the relevant external agencies of any issues for concern and pass them a written record of any incidents or disclosures, to be kept securely by them.

Horsley Village Hall Trust acknowledges that the welfare of the individual is paramount.

Privacy and confidentiality will be respected where possible but if doing this leaves a child or adult at risk of harm, then the person's safety will always come first.

Should the disclosure concern a volunteer or Trustee of the hall, please contact either Safeguarding Lead immediately. If the disclosure concerns the Safeguarding Lead or you believe they may be implicated, contact the Deputy Safeguarding Lead or another of the Trustees for support.

Should you be unable to contact the Lead or Deputy you may contact another of the Trustees for support – you will find their contact details in the Village Hall file.

Any hirers of the hall will abide by this policy as outlined in Terms and Conditions of Hire.

SAFEGUARDING PROCEDURE

