

# BISLEY VILLAGE HALL



## Child and Vulnerable Adult Safeguarding Policy

Charity Registration no. 304978

Audit details

**Status and Date:** Approved by Committee 09/05/18

**Next Review Date:** By 09/05/19

Version 1.0

1. The Bisley Village Hall Management Committee has a duty to safeguard children and vulnerable adults who use the hall and its facilities and those who may come into contact with vulnerable users. This policy applies to all trustees, hirers, contractors, volunteers and other visitors to the Hall.

2. The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults have the right to protection from abuse, regardless of gender, ethnicity, disability, sexuality, religion or faith. All people associated with the Village Hall and its use have a responsibility for the safeguarding of children and vulnerable adults.

3. Bisley Village Hall Management Committee is committed therefore to ensuring that the Management Committee, volunteers and those participating in activities held in the hall have an understanding of what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.

4. **Terminology:**

a. Definition of a **Child:**

A child is defined as anyone who has not yet reached their 18th birthday. In this policy 'children' means 'children and young people'.

b. Definition of a **Vulnerable Adult:**

A vulnerable adult is defined as a person who may be in need of services by reason of mental or other disability, age or illness and who may not be able to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation.

c. Definition of **Abuse:**

Abuse is described as a violation of an individual's human or civil rights by any other person or persons. Abuse includes:

- i. Physical abuse, hitting, slapping, punching, burning
- ii. Sexual abuse, rape, indecent assault, inappropriate touching
- iii. Emotional abuse, belittling, name calling
- iv. Financial or material abuse, stealing, selling assets
- v. Neglect and acts of omission, leaving in soiled clothes, failing to be fed properly
- vi. Discriminatory abuse (including racist, sexist, based on a person's disability and other forms of harassment}
- vii. Institutional

5. Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts. People may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however the decision about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.

It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words if someone does not have their needs cared for this can be just as damaging whether it is done deliberately or because a carer can no longer manage. Obviously the way of then supporting the situation would be likely to be different. People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

6. **Responsibility of Hall Hirers.** Acceptance of the Village Hall's Child and Vulnerable Adult Safeguarding Policy is part of the agreed contract taken out on hiring the Hall. Any organisations hiring the hall for the purposes of holding activities involving children or vulnerable adults are confirming by signing the terms and conditions of booking that they have appropriate safeguarding policy and procedures in place. For any adhoc hirers of the Hall, they are confirming by signing the terms and conditions of booking that they have a named individual over the age of 18 responsible for the care and safety of children and vulnerable adults in attendance throughout the period of hire.

7. **Alcohol.** Hirers should be aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18.

8. **Entertainment.** No children may be admitted to films when they are below the age of classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

9. **Facilities.** Hirers need to be aware that facilities such as toilets may be shared with other groups and that appropriate supervision / arrangements should be made.

10. **Photography.** Anyone visiting the Village Hall and wishing to take a photograph of a child or children should be aware that permission should be obtained from a parent or carer firstly to take the photograph and secondly to reproduce it. Photographs of children should only be used if written consent has been obtained from a parent, guardian or carer.

11. **Supervision.** No member of the Bisley Village Hall Management Committee, hirers, volunteers or outside contractors will have unsupervised access to children or vulnerable adults unless in possession of appropriate clearance. Members of the Management Committee do not supervise children or vulnerable adults as part of their duties as trustees. If the Management Committee organises an event which includes children it will stipulate that children must be accompanied by parents or guardians.

12. **Concerns and Allegations.** All users of the Hall, hirers, volunteers and contractors must report any suspicions of abuse against a child or vulnerable adult to a member of the Management Committee. Concerns or allegations of abuse will be taken seriously and dealt with speedily and appropriately. Where possible, agreement should be obtained from a child's parents or guardian and from the vulnerable adult themselves before sharing personal information with third parties. Confidentiality will be maintained at all times and information will be shared on a need to know basis with the person making the allegation, the relevant authorities and the parents, carer or guardian.

Any allegation will be fully investigated and staff / volunteers will be supported during the process. It is important that allegations are thoroughly investigated through the Safeguarding process so that allegations can either be proved or disproved for the protection of children, vulnerable adults and staff / volunteers.

13. **Advice and Support.** If anyone has significant concerns about a child or vulnerable adult, further advice or support is available from the following sources:

a. **Child Protection:**

Surrey Multi-Agency Safeguarding Hub (MASH) - 9am to 5pm, Monday to Friday, 0300 470 9100/csmash@surreycc.gov.uk, (out of hours - 01483 517898).

NSPCC – [www.nspcc.org.uk](http://www.nspcc.org.uk)

NSPCC Child Protection Helpline – 0808 800 5000

Criminal Records Bureau – [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

b. **Vulnerable Adults Protection:**

Surrey Multi-Agency Safeguarding Hub (MASH) - 9am to 5pm, Monday to Friday, 0300 470 9100/ ascmash@surreycc.gov.uk, (out of hours - 01483 517898).

Action on Elder Abuse – helpline 0808 808 8141

14. **Responsibilities of the Management Committee.** The Management Committee will endeavour to keep the premises safe for use by all children and vulnerable adults. Any concerns that are brought to their attention may require a confidential discussion with others in order to clarify any misunderstandings or to corroborate and support any suspicions before reporting the concerns to the Surrey Multi-Agency Safeguarding Hub (MASH) or the police (on 999) if there is evidence of an individual being in imminent danger.

The Secretary will be responsible for maintaining a written record of events which will be kept securely, and if appropriate, the Charity Commission will be informed accordingly.

This policy is reviewed and approved by the Management Committee annually or at any other time if legislation changes. This document is available on the Village Hall website and is available upon request in hard copy from the Management Committee.