

BISLEY VILLAGE HALL



Child and Vulnerable Adult Safeguarding Policy

Charity Registration no. 304978

Audit details

Status and Date: Approved by Committee 29/06/20

Next Review Date: By 07/06/21

Version 2.0

Overview

1. The Bisley Village Hall Management Committee of Trustees (referred to after this as the 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.
3. The Management Committee is committed therefore to ensuring that people running events, volunteers and hirers of 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.

Scope

4. All people associated with the operation and use of the Village Hall have a responsibility for the safeguarding of children and vulnerable adults.

Definitions

- a **Child** -- is defined as anyone who has not yet reached their 18th birthday. In this policy 'children' means 'children and young people'.
 - 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.
 - **Abuse**: - is described as a violation of an individual's human or civil rights by any other person or persons. Abuse includes:
 - Physical abuse, hitting, slapping, punching, burning
 - Sexual abuse, rape, indecent assault, inappropriate touching
 - Emotional abuse, belittling, name calling
 - Financial or material abuse, stealing, selling assets
 - Neglect and acts of omission, leaving in soiled clothes, failing to be fed properly
 - Discriminatory abuse (including racist, sexist, based on a person's disability and other forms of harassment}
 - 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.
 6. 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.

Policy

7. No member of the Management Committee (Trustee), hirer, volunteer or outside contractor will have unsupervised access to children or vulnerable adults unless in possession of appropriate clearance.
8. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately. A Safeguarding lead has been appointed and is responsible for looking into any concerns or suspicions relating to the safeguarding of children and vulnerable people.
9. All Trustees, volunteers, hirers of the Hall and contractors will be made aware of this policy.
10. The Management Committee will endeavour to keep the premises safe for use by children and vulnerable adults. They recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled children and adults.
11. The Management Committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises

Roles and Responsibilities

12. The Management Committee will endeavour to keep the premises safe for use by all children and vulnerable adults.
13. The Secretary of the Management Committee will be responsible for maintaining a written record of concerns which will be kept securely, and if appropriate, will inform the Charity Commission accordingly
14. The Management Committee will ensure that the terms and conditions for hiring the Hall include the requirement for hirers to obtain appropriate licences for activities carried out in the Hall.
15. The Secretary of the Management Committee will ensure that appropriate licences are obtained when holding licensable activities themselves
16. Regular hirers of the Hall accept the Village Hall's Child and Vulnerable Adult Safeguarding Policy as part of the agreed contract taken out on hiring the Hall.

17. Any organisations hiring the hall for the purposes of holding activities involving children or vulnerable adults will ensure they have appropriate safeguarding policy and procedures in place.
18. Ad hoc hirers of the Hall confirm 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
19. All hirers of the Hall will comply with their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18.
20. All hirers of the Hall will ensure that children will not 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.
21. All hirers of the Hall will ensure that appropriate supervision / arrangements are in place considering the possibility that facilities such as toilets may be shared with other groups
22. All users and hirers of the Hall who wish to take a photograph of a child or children will follow the requirements of this and related policies regarding taking of photographs and reproduction of them.

Responsibilities of the Management Committee.

23. Any concerns that are brought to the attention of the Management Committee 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) and/or the police (on 999) if there is evidence of an individual being in imminent danger. .

Processes

24. All members of the Management Committee will be made aware of the contents of this policy and their responsibilities under it
25. A copy of the policy will be displayed in the Hall, on the Village Hall website and be made available on request to hirers
26. Any organisations or individuals hiring the Hall for the purposes of holding activities where Ofsted registration is required should show their registration and their own Child Protection Policy. Organisations hiring the Hall for activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults Protection policy before the first booking commences.
27. Any organisations hiring the hall for the purposes of holding activities involving children or vulnerable adults will confirm by signing the terms and conditions of booking that they have appropriate safeguarding policy and procedures in place. Regular users will reconfirm on an annual basis

28. Trustees do not supervise children or vulnerable adults as part of their duties. If the Management Committee itself organises an event which includes children, it will stipulate that children must be accompanied by parents or guardians.
29. All users and hirers of the Hall who wish 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.
30. All users of the Hall will report any suspicions of abuse against a child or vulnerable adult as outlined in the policy or process of the hiring group they are attending.
31. Volunteers and contractors operating on behalf of the Management Committee, or attendees at events run by the Bisley Village Hall Management Committee of Trustees, should report any suspicions of abuse against a child or vulnerable adult to the Safeguarding Lead if possible and, if that is not possible, to another Trustee.
32. Any concerns or allegations of abuse reported to the Management Committee will be taken seriously and dealt with speedily and appropriately.
33. Where possible, agreement will 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.
34. Any allegation will be fully investigated and staff / volunteers will be supported during the process. Allegations will be 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.
35. 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.

Advice and Support.

36. If anyone has significant concerns about a child or vulnerable adult, further advice or support is available from the following sources:

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
- NSPCC Child Protection Helpline – 0808 800 5000
- Criminal Records Bureau – www.disclosure.gov.uk

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