

# The Village Hall

MILBORNE ST ANDREW

Registered Charity No: 301153



## Safeguarding Policy

**This policy has been adopted by the Milborne St Andrew Village Hall through the Board of Trustees who remain responsible for its review on an annual basis.**

### Aims

The aim of this policy is to give guidance to the trustees about their roles and responsibilities in respect of safeguarding children and vulnerable adults.

### Objectives

1. To give information about legislation as related to safeguarding children and vulnerable adults.
2. To give guidance to the Village Hall Committee members about how to recognise signs of abuse.
3. To give guidance as to possible actions that should be taken if abuse is suspected.
4. To give contact details of local, key Safeguarding professionals.

### Definitions

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working together to safeguard children 2013 as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all children to have the best outcomes

Trustees of charities which work with vulnerable groups, including children, must always act in their best interests and ensure they take all reasonable steps to prevent harm to them. Having safeguards in place within an organisation not only protects and promotes the welfare of children but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public.

### Key points

- the welfare of the child is paramount
- no child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs

MAKING A DIFFERENCE

- all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- the policy is reviewed, approved and endorsed by the board of trustees annually or when legislation changes
- who the policy applies to (ie all trustees, staff and volunteers)
- children and parents are informed of the policy and procedures as appropriate
- all concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children's social care services, the independent Local Authority Designated Officer (LADO) for allegations against staff, trustees and other volunteers, and in emergencies, the police
- a commitment to safe recruitment, selection and vetting
- reference to principles, legislation and guidance that underpin the policy
- arrangements for policy and procedures review
- reference to all associated policies and procedures which promote children's safety and welfare e.g. with regards to: health and safety, anti-bullying, protection of children online, and photography

## **Statement of intent**

The Village Hall Management committee will endeavour to keep the premises safe for use. No member of the Trustees, village hall staff, outside contractors, hirers or volunteers will have unsupervised access to children or vulnerable adults unless in possession of appropriate clearance such as DBS. The Trust Management Committee will ensure that all hirers/users of the Hall are aware that any safeguarding of children or vulnerable adults is the responsibility of the hirers.

The 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 and that no children may be admitted to films when they are below the age classification for the film or show.

No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

Acceptance of the Village Hall's safeguarding policy is part of the agreed contract taken out on hiring the Hall.

A copy of this policy is available on the Village Hall website and will be displayed for the attention of all on the Hall notice board. The policy will be reviewed on a regular basis.

All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately. There is a named member of the Management Committee to whom your suspicions or concerns should be reported. This person is Edwina Hill until April 2014. This person has the responsibility for reporting concerns that arise, as a matter of urgency, to the Local Authority Child Protection agency.

The Management Committee will endeavour to keep the premises safe for use by children and vulnerable adults.

Activities Groups that take place at Milborne St Andrew Village Hall that involve children and vulnerable adults will need to comply with the requirements for safeguarding. It is the responsibility

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of the organisers of these groups to ensure that they comply and have all the appropriate policies and procedures in place. Each group should have its own safeguarding policy irrespective of the frequency at which it uses the Village Hall.

With regard to Hirers of the Hall, it is the Hirers' responsibility to ensure that they have appropriate policies and procedures in place if they are running events that involve vulnerable users. It is required that all users in this situation state this on the hire agreement.

The only exception to the above is when the hall is hired out for a private children's party. The Management Committee take no action to vet the person[s] hiring the hall for these one-off events

## General points

Milborne St Andrew Village Hall Management Committee do not supervise children or vulnerable adults as part of their function within the Committee. DBS checks are not required by them unless they are to have unsupervised access to children or vulnerable adults. Should DBS checks become necessary they will be undertaken in compliance with the Protection of Children Act [1999], The Children's Act [2004] and part V of the Police Act [1997].

When the Management Committee organise events to include children – it is always stated that children must be accompanied by parents or guardians.

This policy will be reviewed on an annual basis at the Annual General Meeting and/or when changes occur in National Legislation or Procedures. New Management Committee members will be provided with an updated policy.

Written October 2016

Review annually