

Battisford Village Hall

Policy for Safeguarding Children, Young People and Vulnerable Adults

1. Introduction and Context

- 1.1 Battisford Village Hall provides a safe and secure venue for a range of services, activities and events. These can be accessed by all members of the local and neighbouring communities including Children, Young People and Vulnerable Adults. Although the BVHMC do not run events specifically for unsupervised Children, Young People and Vulnerable Adults, the Committee recognises the importance of ensuring, and makes all efforts to secure, the safeguarding and welfare of all Hall Users.
- 1.2 This policy is made available to all adults who book the hall for any activities, covering expectations on those adults, including any Committee members who run events or activities on behalf of the Hall.
- 1.3 In most cases, children will be accompanied by an adult (a parent or carer), who will take responsibility for them. Young People, (defined as school age or above for the purposes of this policy), and Vulnerable Adults may attend activities independently and need additional protection accordingly.
- 1.4 This policy includes child and adult protection procedures, recruitment and selection of paid staff and volunteers, Code of Behaviour, Whistle Blowing and monitoring.
- 1.5 At least one committee member will be named for Child Protection, (currently the Secretary, Jennifer Forbes). The Committee have a responsibility for ensuring that safeguards are in place and that policies and procedures are current and fit for purpose;
- 1.6 For the purpose of this policy the relevant authority will be informed through Suffolk County Council's Customer First phone line 0808 800 4005.
- 1.7 The policy covers two areas concerning Children, Young People and Vulnerable Adults that all individuals involved with the Hall need to be aware of. The first is the need to ensure that all hall users are safe with all staff, volunteers and other users. The second is that something which happens outside the scope of the Hall may be disclosed to a member of staff, a volunteer or other Hall user.
- 1.8 Safeguarding policies are subject to annual review and the procedures are updated as and when necessary, (i.e. when regulations or recommendations change or in the light of any case reviews).

2. Procedures for Safeguarding

- 2.1 Groups and individuals hiring the hall are responsible for their own safeguarding arrangements. The Hall's responsibility is to ensure that any organisation which runs events or activities specifically for Children, Young People or Vulnerable Adults have the appropriate levels of disclosure, supervision and training.
- 2.2 Groups which serve the under 3, 3 - 5 and 5 - 11 age groups will follow the Ofsted guidelines for levels of supervision. In addition, Suffolk County Council provide guidelines which will be followed to ensure that all activities are suitably supervised.
- 2.3 If any member of the committee or hall user has concerns about the behaviour or actions of anyone associated with the hall they should immediately inform the named safeguarding person or hall committee chairperson.
- 2.4 If a private hirer, committee member, volunteer, member of staff or other member of the public using the Hall has any concern about the immediate safety of a Child, Young Person or Adult they should use the following contacts:
 - For members of the public, contact Customer First on 0808 800 4005 (24 hours)
 - Suffolk Police: 101 (non-emergency)
 - In an emergency do not delay, ring 999Posters showing this information will be displayed on the noticeboard in the entrance.
- 2.5 If a disclosure is made to a committee member it will be recorded. Leading questions should not be asked but a clear factual record made of what has been disclosed. If a concern is noticed, (such as evidence of physical abuse, severe neglect or distress), this should be reported in the same way as for disclosures. All referrers should follow the summary guidance:
 - Record the time and date
 - 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 cannot keep
- 2.6 All disclosures should be immediately reported to the named safeguarding person for the relevant group who will in turn inform relevant authorities.
- 2.7 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. Staff and volunteers are expected to record and report any concerns and need to advise individuals that it is not appropriate to refrain from this. Referral is made to the relevant authorities, with the adults responsible for the individual who has made a disclosure being notified if appropriate.
- 2.8 Once the matter has been referred to the named person they will take the necessary action and follow up cases. It is not usually appropriate to feed back to the individual making the disclosure although they should check that the information has been passed on.

3. Recruitment and Selection of Paid Staff and Volunteers

- 3.1 Currently staff and volunteers who clean the hall do not have contact with the groups or individuals using the hall and consequently do not need DBS checks. If conditions change for these or any future workers each post will be assessed and any checks carried out accordingly.

4. Code of Behaviour for Paid Staff and Volunteers

- 4.1 Safeguarding of all hall users is a shared responsibility for the Committee members, staff and volunteers.
- 4.2 All staff and committee members are expected to familiarise themselves with the hall's Safeguarding policy and procedures.
- 4.3 Any disclosures or concerns about the behaviour of anyone connected to the hall should be reported immediately to the named safeguarding person or the Chairperson.
- 4.4 Committee members and volunteers at events organised on behalf of BVHMC are not permitted to supervise children in their capacity as committee members or volunteers.

5. Whistle Blowing Policy

- 5.1 Procedures for Whistle Blowing include:
- Protecting those who make referrals under the whistle blowing procedures so that there is a culture of informing without reprisal or negative consequence.
 - As far as possible protecting the anonymity of the whistle blower, (except where so doing could endanger another individual).
 - Thoroughly investigating any reported incidents regardless of how unlikely they seem.
 - Keeping accurate records so that any patterns in behaviour can be monitored.

6. Monitoring

- 6.1 All committee members, staff, volunteers and Hall users are responsible for monitoring all behaviour within the hall, reporting and following up any concerns.
- 6.2 Named individuals for Child and Vulnerable Adult Protection have overall responsibility for receiving referrals and reporting any incidents or concerns to the

relevant authorities. They will scrutinise records, monitoring incidents and identifying any patterns which need following up.

- 6.3 The Committee will receive reports of any referrals but not be given any details which break individual confidentiality or potentially interfere with an investigation by the authorities.
- 6.4 Any incidents will be analysed at a case review which will identify any improvements to procedures which are needed to prevent reoccurrence.
- 6.5 Policies and procedures will be subject to annual review or be updated when circumstance or regulations change.

Adopted by the Management Committee on _____

Signed _____

Print name _____

Position held _____

Reviewed On	Signed	Name Printed	Position Held