

Felton Village Hall Safeguarding Policy

Purpose of the Policy

This policy enables the Trustees to pursue their aim of providing and maintaining a village hall for the use of inhabitants of Felton and the Neighbourhood by ensuring that all are safe and feel safe while at the Hall including and especially children and vulnerable adults.

This policy is an adjunct to the Fair Treatment Policy, paying special attention to the need to protect the vulnerable. The Trustees will:

- ensure that the Hall as an environment supports good practice in safeguarding
- in their own work within and on behalf of the Hall adhere to good practice with regard to safeguarding
- encourage all hirers to consider whether special attention should be given to safeguarding, and support them in the development of policies as necessary
- recognise that fair and respectful behaviour to all underpins safeguarding practice
- respond to any alleged breaches of this policy

Legal Requirements

- Safeguarding Vulnerable Groups Act 2006
- Children's Acts 1989, 2004

Responsibility for Implementing the Policy

Trustees with responsibility for Safeguarding

Trustee with responsibility for Bookings

Trustees with responsible for Cleaning, Contractors and Volunteers

All Trustees

Hirers and Leaders of activities

People affected by the Policy

All Hirers, leaders of activities, all Trustees, employees, volunteers and contractors

Monitoring and Review

The Trustees with responsibility for Safeguarding are responsible for monitoring and reviewing the policy supported by the Officer with responsibility for Policies

In order to monitor the policy, the Trustees with responsibility for Safeguarding will:

- check that the leaders of groups with children or vulnerable adults are familiar with this policy and confident implementing it
- check that any groups booked in at the same time as groups with children or vulnerable adults, have been made aware of their responsibilities
- check that those working in the Hall are familiar with this policy as it relates to them
- maintain records of all checks and any incidents
- identify any aspects of the facilities which, if changed could support better Safeguarding

- depending on the severity of an incident, the Trustees with responsibility for Safeguarding will either:
 - immediately inform all Trustees of the incident and the appropriate authorities and / or
 - bring to the next Management Committee meeting any issues relating to this policy that have been brought to their attention while observing the need for confidentiality and recognising that there may have been an incident or report that will not be known to the Hall
- bring to the next Management Committee any changes in legislation affecting Safeguarding and recommended changes to this policy

The review will be presented to the Trustees as a report containing:

- an overview of Hirers' awareness of safeguarding matters as appropriate to them and any improvements made
- a summary of activities undertaken by the responsible officers to ensure and improve safeguarding
- a summary of any safeguarding issues, anonymising as necessary, and action taken
- recommendations for any changes to this policy

This policy will be reviewed annually. The next review is due in May 2023

This policy was adopted on June 28 2021

Signed

Eileen Cameron

Chair

All Trustees must have a general awareness of safeguarding issues and be prepared to take any concerns to the Trustees with responsibility for Safeguarding or to the appropriate authority.

They also have responsibility for ensuring that the Hall is an environment in which all children and vulnerable adults can be safeguarded.

Safeguarding will be included in the Trustees' Training Programme

The Hirer or Activity Leader has responsibility for ensuring the safeguarding of those attending their activity at the Hall. The Trustees expect all hirers to be mindful of safeguarding matters both within their own groups and others who may be using the Hall at the same time.

The building

1. Up to date notices informing people what to do if they are concerned about Safeguarding within or beyond the Hall are displayed on all noticeboards and in the toilets. These notices to include the names of the trustees responsible.
2. Both rooms available for hire have glass panels in the doors.
3. When changes to the fabric of the building and contents are discussed, the Safeguarding Officers will evaluate them from a Safeguarding point of view.

Use of the building

4. When children's groups are using one of the rooms, the Trustees reserve the right not to hire the other space. If a Hirer requests a time slot that would mean a children's group would coincide or overlap with another, the Bookings Officer will contact the Safeguarding Officers to discuss the matter before accepting, renegotiating or refusing the booking. The Safeguarding Officers will be guided by the nature of the activities, knowledge of the hirers and their own experience. Special conditions may be applied, and the other hirer will be advised.

5. Regular Users, employees, contractors and volunteers are asked not to enter the Hall when children's groups are using the premises. No one else other than a parent or carer should enter the hall during a booking. Regular Users who wish to access equipment stored in the Hall should consult the Hallmaster site to check that they will not be conflicting with this policy.

6. If it is essential that a contractor or volunteer must work in or around the Hall while a children's or vulnerable adult group is on the premises, both parties will be informed. Children or vulnerable adults will not be left unsupervised in an area where the contractor or volunteer is working. Trustees asking contractors or volunteers to do work are responsible for checking who is in the Hall when fixing the time slot, for ensuring that both parties know and, if necessary, for ensuring that the contractor is accompanied. They should notify the Safeguarding Officers when this has happened so that the policy can be monitored.

7. The Trustees do not normally accept bookings from hirers wishing to work 1:1 with children or vulnerable adults. If such bookings are sought, the Bookings Officer will contact the Safeguarding Officers to discuss the matter before accepting, renegotiating or refusing the booking. The Safeguarding Officers will be guided by the organisation wishing to book, nature of the activities, knowledge of the hirers and their own experience. Extra information may be requested and /or special conditions applied. If the booking goes ahead, the other hirer will be advised.

8. Trustees, while in the Hall or acting on behalf of the Hall should avoid being alone with a child or vulnerable adult

Hirers' Responsibilities

9. Hirers will be informed of the names of the Trustees responsible for Safeguarding, and asked to sign that they have read this Policy

10. Hirers are asked to declare that they are aware whether or not their activity needs a Safeguarding policy and DBS checks, and that if they are needed, they are in place.

11. The Trustees responsible for Safeguarding reserve the right to:

- see the documentation and discuss implementation of the Safeguarding Policy
- discuss concerns that the activity would seem to be one that should have such a policy and checks in place

12. No gambling, other than that permitted by the Hall's licenses, or entertainment of an adult or sexual nature is permitted on the premises

13. The Bookings Officer will ensure that Hirers wishing to sell alcohol are made aware that this must not be provided to children under the age of 18

14. The Film Club ensures the age classification for films is advertised and that no children below the age limit are admitted

15. Any Hirer or User who is concerned that the Management Committee is not being sufficiently proactive to support Safeguarding should contact any of the Trustees, in writing if possible, or use the Feedback procedure.

16. The Trustees responsible for Safeguarding will keep themselves up to date about the matter, be ready to refer hirers to helpful resources and training and provide encouragement to those putting procedures in place

If things go wrong

17. The Trustees will not be involved with investigating any allegations of abuse or neglect. If they know of anyone who is under investigation, that person will be asked not to be involved in sessions at the Hall until the matter is resolved. Anyone found to be guilty will not be allowed to book, run or help at sessions.

18. If a Trustee, Hall User or member of the public witnesses behaviour or evidence which causes them to think someone's safety is at risk, or is told of neglect or abuse of a child or vulnerable adult, they must act as any responsible person in the community and report it to:

Onecall: 01670 536 400. Text phone: 01670 536 844. Email: onecall@northumbria.nhs.uk

If a person is in immediate danger or has been left alone, action should be to ring 999.

19. If a person who is a Trustee is under investigation for an allegation of abuse or neglect, they will be suspended from their Trustee rôle. If they are found guilty they will be asked to step down.