

## **Carperby Village Institute Safeguarding Policy**

The Trustees, Management Committee and Caretakers are committed to the safeguarding of those who use the facilities. Everyone involved in the management and use of the Village Institute has a duty to act on concerns of possible safeguarding issues and must act on any concerns they may have or issues which arise or are drawn to their attention.

In promoting good practice, we shall promote the following values:

- Everyone, of whatever age, will be treated with respect and dignity
- All members and users of the Institute will provide a safe environment and set good examples including not smoking, vaping or engaging in unauthorised or excessive drinking in the presence of children, young people or vulnerable adults
- A safe and appropriate distance will be maintained with children, young people and vulnerable adults

The Terms and Conditions set out the circumstances in which an Enhanced DBS certificate will be required:

- Hiring of the Hall for groups other than private parties involving children under 8 years of age, or vulnerable adults, will only be accepted if the organisation can give evidence of affiliation to an appropriate governing body.
- Any individual wishing to run classes or events for unaccompanied persons under the age of 16 years, other than a private party, must produce an Enhanced Disclosure and Barring Service (DBS) certificate before their booking will be accepted.
- The Enhanced DBS certificate number and expiry date will be held by the Booking Secretary for 12 months following the date of the most recent booking.

### **Complaints and Procedures**

In the event of a complaint:

- Any and all allegations or suspicions of inappropriate verbal or physical behaviour will be referred to the Vice Chair at the earliest possible moment. Contact details are on the notice boards.
- Referrals to the appropriate authorities will be made promptly.
- Confidentiality will be maintained at all times with information only shared with the person reporting, the parent, guardian or representative of the child or vulnerable person and the relevant authorities.
- An immediate and accurate record of all relevant information relating to a concern or an incident will be made and signed and dated.
- The document will be kept securely at the home address of the Vice-Chair.

All users of the Institute are responsible for the safeguarding issues described here and it is the user's responsibility to report any issues to the appropriate authorities and inform the Vice Chair in writing.

**Reviewed: February 2025**

**Due for Review: February 2027**