

Farmborough Memorial Hall
Safeguarding Vulnerable Users & Child Protection Policy

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

This policy defines how the Farmborough Memorial Hall operates to safeguard children, young people, and adults at risk of abuse or neglect. The Memorial Hall Committee (hereafter referred to as the Committee) are committed to creating and maintaining the safest possible environment for the enjoyment of its users.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

2. Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined 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
- taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

Persons affected

- All trustees, volunteers, and staff.
- All those attending any activity or service that is being delivered from the Memorial Hall charity property.
- All visitors and contractors.

3. Policy principles

As a charity, the Farmborough Memorial Hall has a zero-tolerance approach to abuse. It recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

The Committee are committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. The Committee are aware of the work of B&NES Local Safeguarding Children's Board guidance (LSCB) and other support organisations on the development and implementation of procedures for the protection of children and adults at risk.

The Committee will work within the following principles:

- The welfare of the child, young person or adult at risk is paramount.
- All children, young people and adults at risk have the right to protection from abuse.
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

4. Procedures

- All members of the Committee will sign the Declaration of Acceptance of Office for trustees which includes a declaration that they have no convictions in relation to abuse. (Appendix A)
- All members of the Committee will familiarise themselves with safeguarding responsibilities, undertake training where appropriate on safeguarding issues including whistleblowing where it is available and offered by B&NES Local Safeguarding Children's Board guidance (LSCB) or other local support organisation **and** ensure that they understand the principles set out in this policy at 3 above.
- All members of the Committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- No member of the Committee, contractors, visitors or other volunteers will have unsupervised access to children, young people or vulnerable adults unless they have a current relevant DBS Certificate working in a regulated activity and have LSCB Introductory Child or Vulnerable Adults Protection training.
- The Committee will follow safe recruitment practices. (Appendix B)
- A Committee member will be appointed at the AGM to act as Vulnerable Users & Child Protection Officer until the date of the following AGM and who will be responsible for dealing with suspicions or allegations of abuse
- The Vulnerable Users & Child Protection Officer will be encouraged to undertake LSCB Introductory Child Protection and/or Protection of Vulnerable Adults training.
- All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The Vulnerable Users & Child Protection Officer will report any concerns to either:
 - B&NES Children & Families Assessment Intervention Team – 01225 396312/313.
 - Out of Hours Emergency Duty Team – 01454 615165
 - B&NES Adult Specialist Adviser – 01225 396000

During an event, if any hirer or visitor to the hall has reason to believe that a child or vulnerable adult is at risk of harm, they should call using the numbers above for advice and know that their call will be acted upon.

- An allegation may relate to a person who works with children or adults at risk who has:
 - Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.

- Possibly committed a criminal offence against, or related to, a child or adult at risk;
or
- Behaved towards a child (or children) or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk.
- The Committee will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to the hall's principles and procedures with regard to safeguarding.
- Hirers will be made aware of their obligations under the Licensing Act 2003 and asked to complete a Licensable Activities Agreement to ensure that alcohol is not sold to those under the age of 18. No children may be admitted to films when they are below their age classification for the film or show.
- For publicity purposes, only photos where children and young people cannot be identified should be used or when written/verbal permission has been obtained from the parents/ carers.
- Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision shall be arranged if necessary.
- The Committee will carry out an annual review of this policy.

**Appendix A
(Declaration of Acceptance of Office)**

Trustee Statement of Eligibility **

Name of Charity: Farmborough Memorial Hall

Charity Registration No: 304542

Declaration by Charity Trustees

I have received and studied the governing document of the charity and support its purposes.

I realise that as a member of Farmborough Memorial Hall Management Committee I am one of the organisation's managing or charity trustees, and I understand the duties and responsibilities as explained to me and indicated in the Charity Commission Leaflet CC3a: Responsibilities of Charity Trustees.

I am not under 18 years of age and am not disqualified from serving as a member of the committee, and in the event of my becoming disqualified, will take no further part in the affairs of the charity whilst such disqualification lasts.

Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes (objects) and rules set out in its governing document are not prevented from acting as a trustee because you:
- have an unspent conviction for one or more of the listed offences,
- have an IVA, debt relief order and/or a bankruptcy order
- have been removed as a trustee in England, Scotland, or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
- have been removed from being in the management or control of a body in Scotland (under relevant legislation)
- have been disqualified by the Charity Commission or are a disqualified company director ,
- are a designated person for the purposes of anti-terrorism legislation,
- are on the sex offenders register or have been found in contempt of court for making (or causing to be made) a false statement,
- have been found guilty of disobedience to an order or direction of the Charity Commission.

Name

Home Address:

Date of Birth:

Date: Signature:

** The Charity Commission Declaration of Eligibility and Responsibility can be found here <https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>

Appendix B

Safe Recruitment Policy

This Policy includes both employed and self-employed cleaners and caretakers and may also include volunteers or anyone working for, or on behalf of, the village hall committee and having unsupervised access to vulnerable users e.g., organising a lunch for older people, running an activity for children or volunteers undertaking a task at the village hall.

All applicants will be required to:

- Complete an application form which shows their employment history.
- Provide at least two references, one being the most recent/latest employer/school/college.
- If working directly with children or adults at risk, one of the references should come from someone who has supervised them working with children or adults at risk before. This should confirm that in their opinion they are suitable to work with children/adults at risk.
- If working directly with vulnerable groups in a regulated activity, they must be DBS checked.