

# Fraser Hall Committee Safeguarding Policy

9<sup>th</sup> March 2026

Registered Charity 521079

## 1. Purpose

- a. This policy sets out how Fraser Hall Management Committee operates to ensure that all children, young people, and adults at risk are safeguarded whilst attending events (whether on a regular or one-off basis) at Fraser Hall or at any event arranged by the Committee, even if that event is not held in Fraser Hall.
- b. The Committee has a duty of care to everyone who uses Fraser Hall and is committed to the safety of everyone who enters the premises. That duty of care also extends to the safeguarding of children, young people, and adults at risk. We also have a duty of care to our committee members and trustees, volunteers and anyone acting on behalf of the Committee.

## 2. Definitions

- a. Fraser Hall – The building known as Fraser Hall Cowan Bridge, LA6 2HS and the outside fenced play area.
- b. Fraser Hall Management Committee – referred to in this document as the Committee.
- c. Fraser Hall Management Committee member - A current member of the committee who has signed the Fraser Hall Constitution and who is acting during Fraser Hall Management Committee business.
- d. Children or young people are defined as those persons who are under 18 years old.
- e. An adult at risk is 'any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support' (Care Act 2014). Please also consider that any adult can be considered vulnerable, even on a temporary basis, depending upon their current circumstances.
- f. Hirer – any person who has hired the hall, whether on payment or otherwise and has signed a booking form. This includes a form for a single booking or a regular booking.

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## 3. Persons who must adhere to this Policy.

- a. This policy will apply to all members of the Committee and any person hiring Fraser Hall (known as the hirer), whether on payment or otherwise.

## 4. General Principals to this Policy

- a. Fraser Hall Committee has a zero-tolerance approach to abuse. We are committed to providing an environment which is safe for all and will enable and support all safeguarding issues to be raised and dealt with appropriately.
- b. The subject of Safeguarding is a standing agenda item to be mentioned at every full Committee meeting and the AGM. (It will not necessarily be a standing agenda item at a subcommittee meeting unless it is deemed relevant to that subcommittee meeting purpose).

## 5. Procedures

- a. All trustees on the committee will have signed the Trustee Statement of Eligibility form for trustees which includes a declaration that they have no convictions which would disqualify them as a trustee.
- b. All committee members who are not trustees will also make themselves familiar with the Trustee Statement of Eligibility Form and the associated Table of Disqualification Reasons. They must inform the Chair should they have any unspent convictions listed within this table.
- c. All members of the committee will familiarise themselves with their safeguarding responsibilities, undertake any training deemed necessary by the Safeguarding Lead and adhere to this policy.
- d. **Safeguarding Concern Report Forms can be found in the entranceway to Fraser Hall underneath the Information Board.**
- e. **All** safeguarding incidents must be reported to the identified Safeguarding Lead for Fraser Hall. It is the responsibility of the **hirer** to ensure any safeguarding incident which has come to their notice whilst using Fraser Hall or that is in connection with their use of Fraser Hall, is reported to the Safeguarding Lead.

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Where there is no Safeguarding Lead for the organisation raising the concern, the Fraser Hall Safeguarding Lead will complete the Safeguarding Report Form. The Safeguarding Report Form is confidential. Any information held within this form will only be shared to the relevant agencies or other persons deemed necessary, for the purposes of Safeguarding.

- f. Where the event has been organised by Fraser Hall Committee, it will be the responsibility of the Committee, jointly and singularly to report any Safeguarding incident to the Safeguarding Lead, if the Safeguarding Lead is not present at the relevant time. The Safeguarding Lead will be responsible for recording the incident in the Safeguarding Incident book.
- g. The Safeguarding Lead shall also report any reported suspicions or allegations of abuse, or safeguarding concerns where necessary, to the appropriate authority. Any safeguarding incident, suspicions or allegations of abuse should also be properly reported to the relevant authority by the person identifying the concern. If there is any doubt, please consult the named Safeguarding Lead for Fraser Hall. However, delaying reporting an incident to the relevant authorities in order to report the incident to the Safeguarding Lead is not acceptable.
- h. If anyone has any concerns about the Safeguarding Lead for Fraser Hall, they should report this to the Local Authority Designated Officer [LADO.Admin@lancashire.gov.uk](mailto:LADO.Admin@lancashire.gov.uk) Telephone 01772 536 694.

### 6. Hirers of Fraser Hall

- a. The Fraser Hall Booking Secretary is entitled to request a hirer to produce their signed safeguarding policy, (other than for the hire of private parties for family and friends) when it is appropriate to do so. This will require all hirers who wish to use the hall for activities which include children, young people, and adults at risk, to provide a copy of their Safeguarding Policy when requested by the Committee and be able to evidence that they have carried out the relevant Disclosure and Barring Service (DBS) checks. It is the responsibility of the hirer to ensure they are complying with any Safeguarding Legislation relevant to the activity they are organising and that they have the relevant DBS checks required for the purposes of the activity they are supervising.

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## 7. Named Safeguarding Lead

- a. The Safeguarding Lead shall have a valid DBS check (see below) and have a valid certificate to demonstrate completion of the NSPCC training course *Charity Trustees: Your duties to safeguard and protect*.
- b. The named Safeguarding Lead will conduct a DBS Basic check at least annually or before, if requested to do so by the Committee.
- c. The contact details for the named Safeguarding Lead will be displayed on the noticeboard in the entranceway to Fraser Hall and on the Fraser Hall website. It will also be contained within the booking form and the Hire Terms and Conditions.
- d. The named Safeguarding Lead is Samantha Jebb until March 2027. The above NSPCC training for Samantha Jebb expires on 03.09.2026 and the DBS Basic check result on 04/09/2025 was clear. Certificate Number 001260106685.

## 8. Bullying

- a. Fraser Hall Committee is committed to providing a safe, positive, and inclusive environment for all committee members, volunteers, and beneficiaries. We have a zero-tolerance approach to bullying, harassment, and victimisation, and expect everyone to treat each other with dignity and respect. Anyone experiencing or witnessing bullying is encouraged to report it to the Safeguarding Lead, (except when the Safeguarding Lead is the subject of the complaint). Reports will be investigated promptly and confidentially by the Safeguarding Lead (or the Chair if appropriate.) Proven allegations of bullying may result in the committee member or volunteer being removed from their role.

## 9 Annual Review

Fraser Hall Committee will conduct an annual review of this policy prior to the AGM held March 2027.

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***My signature confirms that I have read and agree to the Fraser Hall Committee Safeguarding Policy dated 9<sup>th</sup> March 2026.***

**Name**

**Signature and date**

**1. Andrew Makinson**

**2. Anne Farnell**

**3. Jean White**

**4. Martin Jebb**

**5. Peter Figgins**

**6. Samantha Jebb**

**7. Mark Fuller**

**8. Paul White**

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***My signature confirms that I have read and agree to the Fraser Hall Committee Safeguarding Policy dated 9<sup>th</sup> March 2026.***

**Name**

**Signature and date**

**9. Julie Rogers**

**10. Desre Gilman**

**11. Paul Gilman**