

## **SAFEGUARDING POLICY**

Higher Kinnerton Village Hall

Approved at Higher Kinnerton Village Hall

By Village Hall Trustees on – 17/11/2022

Review date: 17/11/2023

### **Introduction:**

This Policy is approved by Higher Kinnerton Village Hall Trustees, who are committed to the safeguarding of adults and children at risk at the village hall and its premises, and those who may come into contact with them.

This policy is in place to everyone regardless of age, gender, ethnicity, disability, sexuality, religion or faith. This includes procedures for taking appropriate action when there are concerns regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of an adult or child at risk.

This Policy applies to everyone involved with the Village Hall, including Trustees, contractors and volunteers, individuals, User Groups and other organisations who hire the Hall.

Safeguarding is everybody's responsibility and they have a duty to do everything reasonable in their power to ensure the safety and welfare of children and adults at risk while they are at the Village Hall and to act in accordance with this Policy.

### **Principles:**

The welfare of the child or adult at risk is paramount and is the responsibility of everyone and should be able to live free from fear and harm and have their rights and choices respected.

They have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards adults or children will not be permitted or tolerated.

This is laid out in the Social Services and Well-being (Wales) Act (2014), and if a person has a reasonable cause to suspect that a child or adult is at risk then they must inform the local authority of this fact.

Higher Kinnerton Village Hall Trustees will endeavour to keep the premises safe for use by children and adults at risk, and they recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically and mentally disabled adults.

The responsibility for ensuring the safety of children or vulnerable adults whilst using the hall facilities rests with the individual or organisation hiring them.

## **Procedures**

- Safeguarding is about protecting adults and children at risk from abuse and neglect and educating those around them to recognise the signs and dangers, so all trustees & volunteers will be given information about adult and child protection awareness.

<https://www.northwalessafeguardingboard.wales/what-is-abuse> <https://vimeo.com/299413539>

<https://www.northwalessafeguardingboard.wales/resources/7-minute-briefings/>

- An annual review will take place to allow for any required up-date of policies and or procedures.
- New Trustees & volunteers must be given an induction to this policy and understand their responsibilities.
- A copy of the policy will be displayed for the attention of all in the village hall and made available on request to hirers.
- There will be a nominated and named safeguarding representative to whom any suspicions or concerns should be reported. This person is Jason Mortimer (Booking Secretary) (contactable on 07703068545 or by email [hkhallbookings@aol.com](mailto:hkhallbookings@aol.com))
- Any organisations hiring Higher Kinnerton Village Hall facilities for the purposes of holding activities involving children or vulnerable adults are confirming, by signing the terms and conditions of booking, that they have an appropriate safeguarding policy in place. For personal, non-commercial events e.g. birthday parties where the parents of children or other responsible person is present, the hirers should themselves be satisfied with safeguarding arrangements for anyone supplying services, for example, entertainment or transport. Individuals hiring the hall for these activities for children/vulnerable adults will be made aware of this policy.
- The trustees will require hirers to report any damage, breakages or safety issues needing attention to a trustee, who will inform the appropriate persons. These will be dealt with as soon as possible.

- Contractors engaged to carry out work at the hall must not be allowed unsupervised access to children or adults at risk. All work should be undertaken when facilities are

not in use, but appropriate supervision will be arranged if it is necessary to carry out work when this is not possible.

- If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and adults at risk are supervised when using the toilets.

- Higher Kinnerton Village Hall Trustees will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18.

A hiring agreement that includes appropriate clauses will be entered into for all hiring for licensable activities. Higher Kinnerton Village Hall will ensure that these provisions are observed when holding any licensable activities itself, please see licencing policy at

[https://www.flintshire.gov.uk/en/Business/Licences-and-permits/Premises-licence- %E2%80%93-alcohol-and-entertainment.aspx](https://www.flintshire.gov.uk/en/Business/Licences-and-permits/Premises-licence-%E2%80%93-alcohol-and-entertainment.aspx)

- Higher Kinnerton Village Hall trustees will ensure that hirers are aware that no children may be admitted to any films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on Higher Kinnerton Village Hall premises.

- The supervision of all groups remains the responsibility of the people who hire the hall and sign the terms and conditions of booking.

### **Duty of care and confidentiality:**

The Hall Trustees have a duty of care and are committed to the protection and safety of everyone who uses the Village Hall, whether adults or children. We also have a duty to safeguard and support our trustees & volunteers. They will always maintain confidentiality, except in circumstances where to do so would place someone at risk of harm.

Use of information relating to children and adults at risk, such as names and addresses obtained during activities at the Village Hall will be treated confidentially. It will be kept securely by the trustees, stored only as long as necessary and disposed of in a way that maintains confidentiality.

Children's names should not be used in photograph captions for publications, websites and social networking sites without the consent of the child (and/or the child's parents, depending on age). Event or activity leaders will take all reasonable steps to ensure that no inappropriate photographs or video recordings are taken at the Village Hall.

### **Reporting Incidents:**

The nominated Safeguarding Representative Jason Mortimer, will have responsibility for reporting concerns that arise, as a matter of urgency, to the Local Authority.

The representative plus one other trustee may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

However, if you suspect a person is at immediate risk of harm call 999 and speak with the police, then report to the Safeguarding representative regarding the actions taken.

The nominated person should:

- know who to contact at the local authority
- know who to contact in Social Services for advice and referrals
- know about help lines and other sources of help for children and adults at risk
- ensure that there is an environment which provides the opportunity to raise any child protection or vulnerable adult protection concerns.

Higher Kinnerton Village Hall Trustees