

## POULTON VILLAGE HALL

### POLICY FOR SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

#### Introduction

This policy applies to users of, and activities in, Poulton Village Hall. It defines how the village hall operates to take all reasonable steps to safeguard children, young people and adults at risk of abuse or neglect. The term 'children' refers to those under the age of 18 and 'Village Hall' refers to the whole site as well as the hall itself.

#### Purpose

The purpose of this policy is to:

- demonstrate that the Trustees of Poulton Village Hall are committed to the protection and safety of everyone who enters the premises
- provide the Trustees, event and activity organisers, staff, volunteers and contractors with the principles that guide the approach to safeguarding and child protection

#### Policy Principles

The Trustees aim to provide a safe and secure venue and are committed to the safety of everyone who enters the premises including children, young people and adults at risk whether as visitors and/or participants in all activities and events. The Trustees also have a duty to safeguard and support any volunteers and staff. All the Trustees will work together promote a culture that enables issues about safeguarding and promoting welfare to be addressed.

This policy is made available to all adults who use the Hall for any activities, including those who run events and activities on behalf of the Trustees. In most cases children will be accompanied by an adult (parent or carer) who will take responsibility for them. Young people (defined as secondary school age or above for the purpose of this policy) are more likely to attend on their own. Vulnerable adults may attend activities independently and may need additional protection.

The Trustees are committed to ensure that safeguards are in place, that policies and procedures are current and fit for purpose and that complaints are investigated and handled promptly, efficiently and sensitively. Enquiries about this policy should be made to the named person responsible for safeguarding at Poulton Village Hall. This policy is subject to annual review.

#### Procedures for Safeguarding

All Trustees annually sign the Poulton Village Hall Statement of Eligibility form which includes a declaration that they have no convictions in relation to abuse.

A Trustee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have the responsibility for reporting any concerns that arise to the relevant safeguarding agency. **The named person responsible for safeguarding is Sue Arnold.** The named person for safeguarding will familiarise themselves with safeguarding responsibilities and ensure that all other Trustees are kept informed.

If any user of the Hall has concerns about the behaviour or actions of anyone associated with the Hall they should inform the named person responsible for safeguarding or the Chair of Trustees via email at [suearnold400@gmail.com](mailto:suearnold400@gmail.com) or [hilaryant@btinternet.com](mailto:hilaryant@btinternet.com) Anyone acting in an unsafe or unwise manner may be subject to referral to the relevant authorities.

Any concern disclosed to a user or hirer of the Hall should be recorded by them as soon as possible. Leading questions should not be asked but a clear factual written record of what has been disclosed. All referrers should follow the summary guidance:

- Record the date and time
- Don't promise to keep what you are told a secret
- Tell the child, young person or vulnerable adult what you will do next
- Don't make promises you can't keep

Confidentiality cannot be promised in any case where an individual may be in danger of any form of abuse. Abuse can include physical, sexual, emotional or neglect. Poulton Village Hall may without reference to any person seek assistance from or make a referral to any competent authority for them to advise or take appropriate further action. The adult responsible for the individual who has made a disclosure should be notified if appropriate.

Persons making relevant disclosures to Poulton Village Hall must co-operate fully with the named person responsible for safeguarding and any competent authority in dealing with investigations into complaints. Any recommendations and further actions must be carried out.

#### Disclosure and Barring

Groups and individuals hiring the Hall are responsible for their own safeguarding arrangements. The Hall's responsibility is to ensure that anyone who runs events or activities specifically for Children, Young People or Vulnerable Adults maintain the required level of disclosure, supervision and have appropriate training. Organisers of activities attended by vulnerable persons must have appropriate measures in place to ensure sufficient protection is afforded to those persons. Organisers of such events must disclose those measures to Poulton Village Hall Trustees upon request. Use of Poulton Village Hall may be refused where adequate protection for such vulnerable groups cannot be demonstrated.

All hirers of the Hall will sign a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). Evidence will not be required when:

- the hiring organisation might reasonably be expected to have fulfilled DBS requirements such as schools and national associations
- for personal, non-commercial events like birthday parties where the parent of the children are present. For such events hirers should themselves be satisfied with safeguarding arrangements for anyone supplying entertainment, etc.
- where the activity is not being provided primarily for children, or where it is reasonable to assume that any children will be accompanied by a responsible adult.

Groups which serve the 3, 3-5 and 5-11 age groups will follow the Ofsted guidelines for levels of supervision on <https://www.gov.uk/government/publications/ofsted-safeguarding-policy>

#### Safe Recruitment and Selection of Staff and Volunteers

- Trustees, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted
- The Trustees will follow safe recruitment practices and take all reasonable steps to ensure any employees are suitable and appropriate
- All potential employees will be interviewed and references taken up. DBS checks will be requested if appropriate
- All volunteer Trustees will be required to sign and return the Trustee Statement of Eligibility.

