

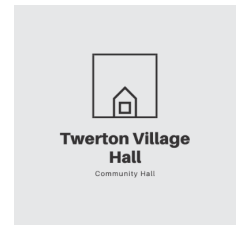
Twerton Millennium Village Hall

Landseer Road, Twerton, Bath, BA21DX

Telephone 01225 427228

Email twertonvillagehall@gmail.com

Registered charity no 1070005



TWERTON VILLAGE HALL SAFEGUARDING POLICY

Code of Conduct

This code of conduct is set out to highlight the expectations of Trustees and volunteers.

The charities aims are at the core of what we do to promote and benefit the people of Twerton and the neighbourhood. The charity is working with the community, the local authorities, volunteers and other organisations to provide facilities to advance education, community awareness, socialisation and opportunities for recreation and leisure. The main objectives is to provide the community access to activities that will improve their lives. The hall also works with other charitable organisations and voluntary bodies with similar endeavours to exchange ideas and advice and promote the community.

The hall must be a safe and welcoming environment, where everyone is respected and valued, As Trustees and volunteers we should actively prevent harm, harassment, bullying, abuse and neglect.

We also have a duty to safeguard our Trustees and Volunteers and Hall Users.

Overview

We have a duty to safeguard volunteers and Trustees as well as Hirer and users of the hall. We do not tolerate bullying, exclusion or neglect, shouting, physical violence, sexism, racism or abuse, whether physical, verbal or sexual. Everyone has a role to play in safeguarding. If any violation is reported it will be reviewed, recorded and dealt with in line with the BANES Safeguarding policy.

<https://bcssp.bathnes.gov.uk/safeguarding-adults>

<https://bcssp.bathnes.gov.uk/safeguarding-children>

Safeguarding Policy

Twerton Village Hall is run by its Trustees and volunteers. It currently has no employees.

This policy applies to anyone working on behalf of Twerton Village Hall, including the board of Trustees, volunteers, sessional workers and contractors.

All Twerton Village Hall Trustees and volunteers have a duty to safeguard vulnerable users of the Hall and its premises and we actively ensure the groups that hire the hall have safeguarding procedures in place.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Vulnerable users could include:

- children
- young people
- adults with learning difficulties or physical disability
- frail, elderly people
- carers

Policy Statement

1. No member of the Trustees, helpers or other volunteers will have unsupervised access to children or vulnerable adults.
2. All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately in line with the procedure flow chart which highlights the BANES safeguarding policy.
3. All Trustees and volunteers will be made aware of this safeguarding policy with regards to child protection and vulnerable adults,
4. A Trustee will be nominated to be responsible for vulnerable persons matters to whom any suspicions or concerns should be reported.
5. The Board of Trustees will endeavour to keep the premises safe for use by children and vulnerable adults. The Trustees recognise that a higher standard of safety is required with regards to small children, those who cannot read safety notices and physically disabled children and adults.
6. A current Risk Assessment is accessible on the noticeboard and is shared with the Hirers.
7. The Health and Safety Officer makes weekly checks for safety issues and records them, highlighting the risk so it is clear to Hirers until fixed. This list is regularly brought to Trustee meetings.
8. Hirers report any safety concerns or damaged equipment to the Trustees so they can make it safe and secure and alert other Hirers if necessary.
9. Any organisations or individuals hiring the Hall or meeting room for the purposes of holding activities with children or vulnerable adults should have safe recruitment processes to appoint staff who are DBS checked and this is highlighted in the "Contract of Hire". All new Hirers paperwork is checked by Trustees who will endeavour to annually check paperwork to ensure it is kept up to date and relevant.
10. The Trustees will ensure that hirers are aware that no children may be admitted to gambling, films when they are below the age classification for the film or show or entertainment of an adult or sexual nature shall be permitted on the premises.
11. The Trustees will ensure that any fundraising events that are organised and managed by the hall adhere to the safeguarding policy.
12. These policies and procedures will be reviewed annually and updated as appropriate in the interim period.
13. The Trustees will take annual training and the safeguarding lead will actively review paperwork and training as needed.

Procedures

1. The Hall is committed to annual training and reviewing policy annually. The Safeguarding lead will share information about child protection and will be encouraged to attend appropriate Child Protection and Protection of Vulnerable Adults training where possible.
2. An annual review will take place following the AGM to allow for any Hirers paperwork to be checked
3. New Trustees and volunteers must be given an induction by the safeguarding lead to this policy and understand their responsibilities.
4. A copy of the policy will be held at the hall, displayed on the Village Hall website and Individuals hiring the Hall for activities for children and vulnerable adults will be made aware of this policy.
5. Organisations hiring the Hall for activities for children will be asked to show their Child Protection Policy.
6. Organisations hiring the Hall for activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults Protection Policy.
7. In conjunction with "Contract of Hire", Hirers are asked to report any damage, breakages or safety issues needing attention to the Trustees.
8. The Health and Safety officer regularly checks the hall for safety issues and records them highlighting the risk so it is clear for hirers until they can be fixed. This list is regularly brought to Trustee meetings.
9. The risk assessment is reviewed regularly and shared with Hirers and available for review at the hall.
10. Contractors engaged to carry out work at the Hall will be scheduled when groups are not in or will not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.
11. When the premises are used by more than one Hirer, this will be brought to the attention of Hirer (and can be seen on the diary) and will need to ensure that children and vulnerable adults are supervised when using the facilities including the toilets.

Reporting procedure

Concerns you might want to report are safety about:

- a child
- an adult at risk
- a team member
- the way organisation is working

If you have any concerns about a safeguarding issue then you can report it to BANES Community Safety & Safeguarding Partnership (BCSSP) bcssp.bathnes.gov.uk/form/report-a-concern

BANES Head of Safeguarding and Quality Assurance - Lesly Hutchinson

Local Safeguarding children Boards (LSCB') are required to have policies and arrangements in place for ensuring that allegations are dealt with in a multi-agency way, with the management and oversight of a Designated Officer

Allegations/concerns identified can be reported to Twerton Village Hall Safeguarding Lead.
NAME
safeguardingtweronvillagehall@gmail.com

BANES Local authority Designated Officer (LADO)is Sarah Hogan - T: 01225 396810
E: sarah_hogan@bathnes.gov.uk. The safeguarding Lead will contact within 1 working day of alleged behaviour

Consultation with LADO with type of allegation and if multi agencies need to be contacted

Allegation is possible

If allegation is false, no further action taken but referred to Local Authority or Police for investigation

LADO refers to Local Authority Social Care/Police

Designated Safeguarding Lead at TVH Name:

Phone/email: safeguardingtweronvillagehall@gmail.com

This policy was last reviewed on:(date)

Signed:

Date: