Weston Colville Reading Room and Recreation Ground Trust

Safeguarding Policy and Procedures

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1. Purpose

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

This policy defines how Weston Colville Reading Room and Recreation Ground Trust operates to safeguard children, young people and adults at risk of abuse or neglect.

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 participants in all activities and events. We also have a duty to support and safeguard all our trustees, volunteers and staff.

Approval and review

This policy was approved by the trustees on: 22nd September 2025

It will be reviewed every 5 years, or following a significant incident, or if there is a change in law or guidance.

Next review due by: September 2030

Signed on behalf of the trustees: *Matt Jackson*

Name: Matt Jackson Role: Chair of the trustees

2. Definitions

Children and young people are defined as those persons 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 a person 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 themselves against the abuse of 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 Reading Room Hall or Cricket Pavilion, Weston Colville.
- All people hiring the Reading Room, Cricket Pavilion, visitors and contractors

3. Policy Principles

The welfare of the child or adult at risk is paramount and is the responsibility of everyone. Communities as a whole, alongside professionals, can play their part in promoting wellbeing, preventing, harm prevention and to responding effectively if concerns are raised. Trustees are not responsible for deciding whether abuse is/has taken place.

The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

The Reading Room Trust is committed to 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.
- The Reading Room and Recreation Ground trust has a zero tolerance approach to abuse.

4. Procedures

A. All Trustees will sign the Declaration of Acceptance of Office for trustees which includes a declaration that they have no convictions in relation to abuse.
B. All Trustees will familiarise themselves with their safeguarding responsibilities, undertake training where appropriate on safeguarding issues and ensure that they understand the principles set out in this policy at 3 above.

C. All Trustees will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
D. All Trustees, or helpers or volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted (DBS check).
E. The Trustees will follow safe recruitment practices.
F. The Trustees will endeavour to keep the premises safe for use by children and adults at risk, promoting wellbeing, preventing harm and responding effectively if concerns are raised.
G. A Trustee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have the responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.
H. The named person is Matt Jackson (Chairperson) Mob: 07881 916468.
I. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation. See Appendix 1.
J. The Trustees will ensure that all hirers:
    - Persons under 18yrs age cannot make a booking. Anyone attending under 18yrs should be appropriately supervised by a 'responsible adult' that meets safeguarding legislation.
    - Have completed and signed the Hiring Agreement.
    - Take responsibility to familiarise themselves with the Terms and Conditions of hiring and all associated Reading Room policies and procedures.
    - Are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under 18 years of age (see Hiring Agreement, Hiring the Reading Room Policy and Procedures, Alcohol License information on website and information folder, Reading Room)
    - Hiring the Reading Room that undertake regular activities must demonstrate they have the necessary checks and registrations in place. Individuals hiring the hall for activities for children/adults at risk will be made aware of this policy before thefirst booking commences (see Hiring Agreement).
    - Providing a facility for children (playgroups, youth clubs for example) will be required to show their CRB/DBS disclosure certificate to the Booking Secretary and the disclosure number will be recorded.
    - The only exception to the above is when the hall is hired out for aprivate children's party or other family activities. The Trustees take no action to vet the person(s) hiring the hall for these one-off events. The hirer must fully complete the Hiring Agreement confirming the 'responsible adult' for the event.
K. Cricket or sports clubs hiring/renting the cricket pavilion will work under their own safeguarding and safe working procedures.
L. The Trustees will review this policy annually.

APPENDIX 1

Guidance on handling safeguarding allegations in a charity

The portal at https://www.safeguarding.culture.gov.uk/ offers a step-by-step guide to help charities correctly manage their concerns, identify the right people to contact if needed and access helpful resources and advice.

This tool will help charities in England to handle the reporting of safeguarding allegations about the behaviour or actions of person in the charity

APPENDIX 2

Useful Resources – Website and Contact Numbers

Disclosure and Barring Service:

https://www.gov.uk/government/organisations/disclosure-and-barring-service

This links provides the Government statutory guidance, definitions and responsibilities *(A useful reference guide):*

https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1

NSPCC child protection guidance:

https://learning.nspcc.org.uk/safeguarding-child-protection/voluntary-community-groups/

Cambridgeshire Children's Safeguarding Team: Office Hours 0345 045 5203, Emergency Duty Team 01733 234724

Cambridgeshire Adult Safeguarding Team: 0345 045 5202

Childline: Call free 0800 1111

Samaritans: 24hour free line 116 123

NSPCC: 0808 800 5000 or email help@NCPCC.org.uk