



# WIXFORD VILLAGE HALL

*Registered Charity No: 1188301*

## **SAFEGUARDING POLICY**

### **1. POLICY COMMITMENT**

Children, young people and adults at risk who access or who are involved in our services should:

- Be made aware of this policy.
- Have alleged incidents recognised and taken seriously.
- Receive fair and respectful treatment throughout.
- Be involved in any process as appropriate.

Wixford Village Hall Committee is committed to safeguarding all children, young people and adults at risk that come into contact with our work. We believe that all children, young people and adults at risk have an equal right to protection from abuse, regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

The welfare of the child/adult at risk is paramount and listening to the voice of the child/adult at risk is of utmost importance.

Wixford Village Hall has a Complaints Procedure that is open and in which all adults and children can voice concerns about unacceptable and/or abusive behaviour. This can be found here: [bit.ly/WVH2024ComplaintsProc](https://bit.ly/WVH2024ComplaintsProc)

Wixford Village Hall Committee will take every reasonable step to ensure that all children, young people and adults at risk are protected, where committee members, trustees, volunteers and employees are involved in the delivery of our work. All suspicions and allegations of abuse will be taken seriously and investigations will be undertaken swiftly so that appropriate and required action is taken as soon as possible.

Wixford Village Hall Committee enables all our staff, committee members, trustees, volunteers and students who work with us to make informed and confident decisions regarding safeguarding. We expect everyone (staff, committee members, trustees, volunteers and students) to have read, understood and adhere to this policy and related procedure.

### **2. ROLES AND RESPONSIBILITIES**

Wixford Village Hall Committee has a Designated Person who is responsible for Safeguarding and Child Protection, this is Angela Ballard, Trustee, and, in her absence, the role will be undertaken by Jo Broadrick, Committee Member.

The role of the Designated Person is to: Assume overall responsibility for safeguarding across the organisation.

It is not the role of the Designated Person or Wixford Village Hall Committee to decide whether abuse has taken place or not. It is therefore vital that committee members, trustees, volunteers and employees raise all cases of suspected or alleged abuse in line with the procedures identified in this policy as there may already have been concerns expressed by other staff, committee members, trustees, volunteers or students and failure to report concerns may put children, young people, and adults at risk. **Details of concerns and actions taken should be shared with the Committee at the earliest convenience.**

### 3. REPORTING INCIDENTS

All allegations or suspicions must be treated seriously and reported to the Designated Person for safeguarding as soon as possible and logged accordingly.

The designated person for safeguarding will then devise an appropriate plan of action. The exact nature of the action taken will be determined by the individual circumstances, but it *may* include the involvement of external authorities, such as the Multi Agency Safeguarding Hub, now known as Open Door.

**(See Referral Process Flow Chart included within this policy)**

Any allegation made against a Person in a Position of Trust (group leader, volunteer, employee) should be reported to the designated person for safeguarding immediately. The matter will be investigated and the appropriate action taken. The designated person for safeguarding should inform Warwickshire Local Authority Designated Officer 01926 745376, [lado@warwickshire.gov.co.uk](mailto:lado@warwickshire.gov.co.uk) who will advise of next steps.

If a disclosure of abuse is made by an organisation user, care should be taken to explain to them the procedure that will be followed and they should be told that it may not be possible for Wixford Village Hall Committee to maintain confidentiality.

### 4. GOOD PRACTICE

#### **Recruitment, Induction and Training:**

All committee members, trustees and volunteers working or volunteering directly with children, young people or adults at risk are carefully recruited in line with good recruitment practice, to include:

- At least two verified references.
- Have full and up to date Criminal Record checks *if* their role meets the eligibility criteria outlined by the Disclosure and Barring Service.
- Familiarisation with the Safeguarding Policy and Procedure.
- Receive appropriate training and are provided with up to date and relevant information and guidance.
- Are provided with support *appropriate with their responsibilities* in relation to Safeguarding, and their requirement to maintain safe relationships including a code of behaviour and that all volunteers should be knowledgeable in the consequences of breaching that code and how it links to disciplinary and grievance procedures.

- Are aware of their role in respect of the disclosure or discovery of abuse, the procedure for doing so and report the disclosure or discovery of abuse to the Designated Person for Safeguarding ASAP

#### **Record Keeping:**

- Any concerns will be recorded in writing and kept in a locked drawer to comply with data protection legislation.
- Records should only include contacts and referrals made including date, time, reason and referral agency. Wixford Village Hall Committee will assist other relevant organisations, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.

#### **Client disclosure:**

- Reassure the person they have done the right thing
- Make notes as soon as practically possible
- Inform the person what steps will be taken next – including sharing information with others
- Speak to the Designated Person responsible for Safeguarding within the organisation

### **5. CONTACT DETAILS**

#### **Emergency contact number:**

If a child/adult at risk is in immediate danger you should contact the police on 999 or 101.

#### **Warwickshire contact numbers:**

- Concerns for a **child or young person**, Warwickshire's MASH should be contacted on **01926 414144** during office hours. Contact should be made on **01926 886922** outside of normal office hours.
- Concerns about an **adult at risk** within Warwickshire, the matter should be reported to the Adult Social Care Team on **01926 412080**.

**Coventry and Warwickshire Safeguarding Children Board Procedures Manual can be found via this link**

<http://www.proceduresonline.com/covandwarksscb/>

### **6. POLICY REVIEW**

Wixford Village Hall Committee is committed to reviewing this policy and procedure annually, or earlier, if circumstances change.

<b>Adopted:</b>	<b>14 February 2023</b>
<b>Reviewed:</b>	<b>July 2024</b>
<b>Next Review:</b>	<b>July 2025</b>

## SAFEGUARDING FLOW CHART

### What to do if you are concerned about a child or adult's welfare

Speak to the Designated Person responsible for safeguarding within your organisation  
Designated Person: Angela Ballard: 01789 490254

Make a decision with the Designated Person on action to take.  
Do you need to include external agencies?

YES

For concerns regarding a **Child or Young Person:**  
(If a child/vulnerable adult is in immediate danger you should contact the police on 999 or 101)

CONTACT THE MULTI-AGENCY SAFEGUARDING HUB (MASH) ON  
**01926 414144**. (OUT OF HOURS **01926 886922**)

SAY YOU HAVE A CHILD PROTECTION CONCERN

DISCUSS YOUR CONCERNS WITH THE DUTY SOCIAL WORKER

THE SOCIAL WORKER WILL ADVISE YOU OF ANY FURTHER ACTION

CONFIRM REFERRAL IN WRITING WITHIN ONE WORKING DAY

USING MULTI-AGENCY REFERRAL FORM

KEEP ACCURATE RECORDS

For concerns regarding an **Adult at risk:**

CONTACT THE ADULT SOCIAL CARE TEAM ON **01926 412080**  
WHO WILL ADVISE ON FURTHER ACTION

NO

RECORD INFORMATION AND REASON FOR DECISION  
AGREE ANY FOLLOW UP WITH OWN GROUP OR  
ORGANISATION