

# HALSE VILLAGE HALL

## SAFEGUARDING POLICY & PROCEDURES



### 1. Purpose

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

This policy defines how **HALSE VILLAGE HALL** operates to safeguard children, young people and adults at risk from 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 as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers and staff.

### 2. Definitions

**Children and young people** are defined as those persons aged 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:

- protection 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 someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- 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 himself or herself against the above or 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.

### 3. Persons affected

- All trustees, volunteers and staff
- All those attending any activity or service that is being delivered from the village hall charity property
- All visitors and contractors

### 4. Policy principles

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness.

Halse Village Hall charity has a zero tolerance approach to abuse.

Halse Village Hall charity recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

Halse Village Hall charity is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. Halse Village Hall charity is aware of the work of their local safeguarding Board/Partnership and other organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Halse Village Hall committee 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.

## **5. Procedures**

- a. All trustees will have signed the Trustee Statement of Eligibility form for trustees which includes a declaration that they have no conviction in relation to abuse.
- b. All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation and ensure that they understand the principles set out in this policy at 3 above. The Designated Safeguarding Leads will undertake regular Safeguarding Training together with any other trustees who wish to undertake this training.
- c. All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- d. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
- e. The hall committee will follow safe recruitment practices
- f. A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

The Designated Safeguarding Lead(s) are:

- |                         |                                      |
|-------------------------|--------------------------------------|
| • <b>Jill Payne</b>     | <b>tel no : 07866 404720</b>         |
| • <b>Carol Windeatt</b> | <b>tel no: 07523 891962</b>          |
| • <b>Email:</b>         | <b>admin@halsevillagehall.org.uk</b> |

- g. 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 of concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adult at risk who has:
- Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk
  - Possibly committed a criminal offence against or related to a child or adult at risk; or
  - Behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.
- 
- The Care Act 2014 defines 10 types of abuse concerning adults:
    1. Physical Abuse
    2. Domestic violence or abuse
    3. Sexual abuse
    4. Psychological or emotional abuse
    5. Financial or material abuse
    6. Modern Slavery
    7. Discriminatory abuse
    8. Organisation abuse
    9. Neglect or acts of omission
    10. Self-neglect
  
  - The Children's Act 1989, The Safeguarding Vulnerable Groups Act 2006 and Working Together to Safeguard Children 2023 defines abuse and neglect concerning children:
    1. Physical Abuse
    2. Emotional Abuse
    3. Neglect
    4. Sexual Abuse
- h. The hall committee will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).
- i. The village hall committee will carry out an annual review of this policy at the first full length trustee meeting following the Annual General Meeting, to ensure all trustees are aware of their roles and responsibilities of safeguarding children and adults as defined in this policy.
- j. The village hall committee and or volunteers currently do not run any activities specifically for children and/or vulnerable adults and if children and/or vulnerable adults attend any village hall events they are accompanied by an adult/carer. Trustees and volunteers do need to be aware that Safeguarding Adults and Child Protection is everyone's responsibility.
- k. The village hall committee does not employ staff.
- l. Trustees are aware that if any hirers provide activities for children or young adults, it will be necessary to see the hirers own safeguarding training paperwork. This does not apply to private individuals hiring the hall for a party or similar event. *Please see Clause 9 of the Halse Village Hall Hire Agreement and Terms & Conditions of Hire.*

- m. Private hirers of the hall, if they do not have their own safeguarding policy, when signing the hiring agreement, are agreeing to abide by Halse Village Hall's Safeguarding Policy & Procedure. *Please see Clause 9 of the Halse Village Hall Hire Agreement and Terms & Conditions of Hire.*
- n. The Safeguarding Policy & Procedure is readily available to download from the Halse Village Hall Website: [www.halsevillagehall.org.uk](http://www.halsevillagehall.org.uk), together with the Hiring agreement and Standard Conditions of Hire referred to above.

### KEY NOTES:

### 1. What to do if you are concerned:

**Do:** Listen    Keep detailed notes    Stay calm    Ring for advice and support

**DO NOT:**      Probe for details      Investigate      Fill in the gaps

**Discuss anything with the abuser**

**Promise complete confidentiality – explain your duty to report**

2. JILL PAYNE – is the Designated Safeguarding Lead for Safeguarding on the Halse Village Hall Committee and in the absence of JILL PAYNE, CAROL WINDEATT. Please report your concerns to JILL PAYNE or CAROL WINDEATT, who will contact and report your concerns to the appropriate organisation.

- Jill Payne tel no : 07866 404720
- Carol Windeatt tel no: 07523 891962
- Email: admin@halsevillagehall.org.uk

3. If you are concerned that a child or vulnerable adult is in immediate danger **call 999**
4. The telephone number and email address for reporting concerns that a child or vulnerable adult is in danger is:

- RING : 0300 123 2224
- EMAIL: [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk) or [adults@somerset.gov.uk](mailto:adults@somerset.gov.uk)
- Or call the Police 111 or 999

5. For additional helpline information please see the following Promoting Safer Halls in Somerset poster, which is prominently displayed on the Halse Village Hall noticeboard.

# PROMOTING SAFER HALLS IN SOMERSET

**If you see or  
hear something  
that concerns  
you.....report  
it!**

## Our commitment

We are 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. To be effective we must all play our full part.
- All suspicions and allegations of abuse will be properly reported and dealt with swiftly and appropriately.

Our hall committee has a duty of care to everyone who enters this building. Please help us to ensure the protection and safety of children, young people and adults at risk.

## Designated Safeguarding leads

Our designated Safeguarding Lead for HALSE VILLAGE HALL is

JILL PAYNE : Tel : 07866 404710 and/or CAROL WINDEATT : Tel: 07523 891962

Email: [admin@halsevillagehall.org.uk](mailto:admin@halsevillagehall.org.uk)

## Helplines

- Somerset County Council
- Ring: 0300 123 2224
- Email: [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk) or [adults@somerset.gov.uk](mailto:adults@somerset.gov.uk)
- NSPCC: 0808 800 5000
- Childline: 0800 11 11
- National Domestic Violence Helpline: 0808 2000 247
- Action on Elder Abuse: 0808 8088 141
- The Samaritans: 116 123
- Stop it Now: 0808 1000 900
- Family Lives: 0808 800 2222

**If you suspect a  
crime has been  
committed, contact  
the Police on 999  
(emergencies) or  
101 (non-  
emergencies).**

