

# **Bonsall Village Hall Safeguarding Policy**

Reviewed 6.1.25. Version 2



## **1. Safeguarding Policy**

1.1 This statement of policy and procedures applies to users of, and activities in, Bonsall Village Hall. Bonsall Village Hall is run by its Trustees and VHMC (VHMC) as volunteers. It currently has no employees. The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children or vulnerable adults will not be permitted or tolerated.

1.2 The purpose of this policy is to:

1.3 Protect children and young people who receive services or attend activities at Bonsall Village Hall. This includes the children of adults who use the Hall.

1.4 Protect vulnerable adults who receive services or attend activities at Bonsall Village Hall

1.5 Provide the Trustees, event and activity organisers, staff and volunteers with the overarching principles that guide our approach to Safeguarding and child protection.

1.6 Bonsall Village Hall aims to provide a safe and secure venue for a range of services, activities and events. The Trustees and VHMC recognise the importance of ensuring the safeguarding and welfare of all users of the Hall.

1.7 Any concerns should be responded to with regards to physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

1.8 Vulnerable users could include:

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

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

1.10 Vulnerable Adults may attend activities independently and may need additional protection accordingly.

1.11 This policy includes Child and Adult Protection Procedures, Recruitment and Whistle Blowing.

1.12 The Trustees and VHMC are committed to ensure that robust safeguards are in place, that policies and procedures are current and fit for purpose, and that complaints are investigated and handled promptly, efficiently, sensitively and without fear or favour.

1.13 Enquiries about the operation of this policy may be made in the first instance to the Chair of the VHMC, Hazel Baldwin, at richardandhazel010@gmail.com.

Safeguarding policies are subject to annual review and the procedures are updated as and when necessary, (i.e. when regulations or recommendations change or in the light of any case reviews), but at least annually following the AGM.

## **2. Policy Statement**

2.1 All Trustees and VHMC, helpers and volunteers will be made aware of this policy and child protection and vulnerable adult issues and should be offered introductory training.

2.2 No member of the Trustees and VHMC, helpers or other volunteers will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure and introductory Child Protection or Vulnerable Adults Protection training.

2.3 There will be a nominated and named safeguarding representative to whom any suspicions or concerns should be reported. This person is Maxine Ellis.

2.4 The Trustees and VHMC will endeavour to keep the premises safe for use by children and vulnerable adults and recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled children and adults.

2.5 Any organisations or individuals hiring the Hall or meeting room for the purposes of holding activities where Ofsted registration is required should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.

2.6 The Trustees and VHMC will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. The Trustees and VHMC will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

2.7 These policies and procedures will be reviewed annually following the AGM to allow for any required up-date of policies and or procedures. New Trustees and VHMC,

helpers and volunteers must be given an induction to this policy and understand their responsibilities.

### **3. Procedures for Safeguarding**

3.1 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,

3.2 Young People or Vulnerable Adults maintain the required levels 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 activities must disclose those measures to the Bonsall Village Hall upon request. Use of Bonsall Village Hall may be refused where adequate protection for such vulnerable groups cannot be demonstrated to Bonsall Village Hall's reasonable satisfaction.

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

3.4 If any user of the Hall has concerns about the behaviour or actions of anyone associated with the Hall, they should immediately inform the named person in their group initially responsible for Safeguarding and / or VHMVC safeguarding rep at [safeguarding@bonsallvillagehall.org.uk](mailto:safeguarding@bonsallvillagehall.org.uk). Anyone acting in an unsafe or unwise manner may be subject to referral to the relevant authorities.

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

- Record the time and date
- Don't promise to keep what you're told a secret
- Tell the child or young person what you will do next
- Don't make promises you cannot keep

3.6 All disclosures should be immediately reported to the named Safeguarding person for the hiring group who should as soon as possible inform the Bonsall Village Hall responsible person (see 2.3 above).

3.7 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. Bonsall 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, with the adult responsible for the individual who has made a disclosure being notified if appropriate.

3.8 Persons making relevant disclosures to Bonsall Village Hall must co-operate fully with Bonsall Village Hall and any competent authority in dealing with investigations into complaints, must follow appropriate recommendations and carry out any recommended further actions. Derbyshire County Council – Mon – Fri 8am to 8pm and Weekends 9.30 to 4pm on 01629 533190 or out of hours 01629 532600

3.9 The VHMC will require hirers to report any damage, breakages or safety issues needing attention to the booking secretary, who will inform the appropriate people. These will be dealt with as soon as practicable, in the light of the circumstances, with provision to prevent access by children and vulnerable adults pending repair where appropriate.

3.10 A hiring agreement which includes appropriate clauses will be entered into for all hirings for licensable activities. The VHMC will ensure these provisions are observed when holding licensable activities themselves.

3.11 If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.