



SAFEGUARDING POLICY FOR CHILDREN AND ADULTS AT RISK

PRINCIPLES

The welfare of children and adults at risk is paramount and is the responsibility of everyone. All children and adults at risk, 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 any person at risk will not be permitted or tolerated.

This policy is in place to protect all persons at risk regardless of gender, ethnicity, disability, sexuality, religion or faith.

A copy of this policy will be displayed for the attention of all in the village hall and made available to hirers.

Stainton Village Hall Committee, its volunteers and staff have a duty to safeguard users at risk and those who may come into contact with them. They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a person at risk or concerns relating to discriminatory or financial violation or exploitation of them.

POLICIES

1. Policy – no unsupervised access

No trustee, employee, volunteer or other helper will have unsupervised access to children or adults at risk.

Procedure

All trustees, employees, volunteers and other helpers will be made aware of this policy and the relevant vetting procedures. If employing a person to undertake duties at the hall who may have access to children or adults at risk, the trustees must follow safe recruitment practices.

Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or adults at risk. Appropriate supervision will be arranged if necessary.

2. Policy – users to be made aware of policy

Users of the hall will be made aware of the policies for the protection of children and adults at risk that have been adopted and the requirement for specific documents and assurances when requested.

Procedure

As part of the induction process for organisations or users of the hall who are planning to undertake activities involving children or adults at risk, a discussion will take place as to the nature

of the activity. The induction lead will adopt a risk-based approach depending on the activity involved ie: there is a distinct difference between a children's party organised by a parent or carer and attended by other parents/carers when compared to an event where children or adults at risk are left with a sport or activity leader not related to the child or adult. Therefore and, if required, the following may be considered by the induction lead:

- Hirers must ensure that any activities for children and adults at risk are provided only by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

When requested, hirers must provide the Committee with a copy of their safeguarding policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). If so requested, organisations or hirers must provide a copy of their protection policy to the Committee before the first booking commences. Individuals hiring the hall for activities for children or adults at risk will be made aware of this policy via the induction process.

3. Policy – appointed person

A trustee will be appointed to be responsible for children and adult at risk protection matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant protection agency.

Procedure

The appointed person is Janet Hall (Tel 07548380531). The appointment will be reviewed at the AGM.

4. Policy – handling of suspicions and allegations

All suspicions or allegations of abuse against a child or an adult at risk will be taken seriously and dealt with speedily and appropriately.

Procedure

If any user of the hall has concerns about the actions of anyone associated with the hall, they should record the concern in a clear and factual matter and immediately inform the appointed person.

Anyone acting in an unsafe or unwise manner may be subject to referral to the relevant authorities.

The appointed person will:

- know who to contact at the local authority;
- know who to contact in Social Services for advice and referrals;
- know about helplines and other sources of help for children and adults at risk;
- ensure that there is an environment which provides the opportunity for any concerns regarding the protection of children and adults at risk to be raised.

The Committee will seek to protect anyone raising a concern regarding the protection of children and adults at risk in accordance with the Stainton Village Hall Whistleblowing Policy. However, confidentiality cannot be promised in any case where an individual may be in danger of any form

of abuse. The appointed person may without reference to any person seek assistance from or make referral to any relevant authority for them to advise or take any further action.

5. Policy – trustees and volunteers

All trustees and volunteers will be required to become aware of the issues surrounding children and adults at risk.

Procedure

Copies of the relevant Acts and Department of Health guidelines will, if necessary, be held by the trustees as reference materials for volunteers. Appropriate training for trustees will be encouraged. Appendices A, B, C and D, in ACRE's Information Sheet 5 (Village halls, children and young people) should be made available to all trustees, volunteers and helpers.

Trustees and volunteers will be made aware of their responsibilities via a yearly update briefing session held at a committee meeting, led by the appointed person

6. Policy – safety of premises

The Committee will endeavour to keep the premises safe for use by children and adults at risk. The Committee recognises that a higher standard of safety is required when the hall is used by small children and those who may not be able to read notices such as adults with physical or learning disabilities.

Procedure

The Committee will carry out regular health, safety and fire assessments in line with current legislation. The Committee will require hirers to report any damage, breakages or safety issues need attention to the appropriate trustee and such issues will be dealt with as soon as practicable.

7. Policy – licensing obligations

The Committee 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 Committee will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film on show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

Procedure

The Terms and Conditions for hiring the hall will set out the obligations on hirers with regards to alcohol and other licensed entertainment.

8. Policy - review

These policies and procedures will be reviewed regularly and at least every 2 years or sooner depending on any changes in guidance or legislation.

Procedure

New trustees and volunteers will be made aware of their responsibilities in matter of protection for children and adults at risk.

ADDITIONAL INFORMATION

More information can be accessed on the Westmorland and Furness Council website. Any member of the public with a concern about a child should contact the Westmorland and Furness Safeguarding Hub on 0300 373 2724.

For advice or to report a concern about the safeguarding of an adult at risk, contact Adult Social Care, Eden and South Lakes, County Offices, Kendal, LA9 4RQ

Email: customerservicesASC@westmorlandandfurness.gov.uk

Tel: 0300 373 3301 during office hours or 01539 768700 for emergencies outside these hours

Stainton Village Hall Committee

November 2025