



## **Safeguarding Policy**

### **Introduction**

Nayland Village Hall comprises a main hall, a Committee room, a kitchen, toilets, storeroom, outdoor grassed area for sport and recreation, two outdoor stores, an external public toilet area and car park. It is for use by local groups for regular hiring, for one-off events such as weddings and fundraising events by the NVHMC and the Community Council. The hall is managed by the Nayland Village Hall Management Committee(NVHMC), comprising of both elected trustees and those representing groups that use the hall. The NVHMC engages a Contract Cleaner/ Caretaker to clean and report any maintenance defects to the Chairman of the VHMC There are no hall staff and therefore the Village hall is unmanned in between bookings, apart from e.g., when the contract cleaner/caretaker is working. Hirers for public events/activities are therefore required to have carried out their own risk assessments and, where appropriate, have their own safeguarding policies and procedures in place.

This safeguarding document is for all trustees, other volunteers, any employees, and hirers of the hall. It is reviewed biennially and is on display in the village hall itself.

The appointed safeguarding representative for the hall is: Christine Thompson ( A retired School Teacher and the Bookings secretary for the Village Hall.)

### **Safeguarding position**

The majority of activities and events that take place at the hall are organised and run by members of the public. However, NVHMC do organise and run fundraising activities throughout the year. Both types of activities may include children and/or Adults at Risk of Harm, whether known or unknown. NVHMC therefore recognises that all trustees, staff and volunteers and hirers have a duty to safeguard vulnerable users of the hall, and its premises, and those who may meet vulnerable users. They must respond to any safeguarding concerns. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion, or faith.

## **Principles**

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and Adults at Risk of Harm, without exception, have the right to protection from abuse. No forms of abuse will be permitted or tolerated, including, but not restricted to, physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards any person using the hall, will not be permitted, or tolerated.

## **Policy Statement**

1. Any organised clubs, events or regulated activities, run by either volunteers, staff or Village Hall The NVHMC members, involving vulnerable persons, will not be permitted to take place without first considering the safeguarding implications and making the appropriate provision (e.g., risk assessments, policy changes, introductory training, safe recruitment procedures).
2. Organisers of activities knowingly involving children and/or Adults at Risk of Harm are advised to carry out safer recruitment processes when it comes to volunteers or staff. Safeguarding training and/or DBS checks should be considered and carried out if deemed appropriate.
3. NVHMC will keep the premises safe for use by children and Adults at Risk of Harm. NVHMC recognises that a higher standard of safety is required where small children, those who cannot read safety notices and physically disabled adults, use the hall. Users of the hall organising activities for these groups will be made aware of areas of concern in this regard when being shown the hall and will be expected to risk assess for these and mitigate accordingly.
4. Hirers must be aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of eighteen. Furthermore, 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.
5. All suspicions or allegations of abuse against any child or adult on hall premises will be taken seriously and dealt with speedily and appropriately, either directly by the Village Hall the NVHMC and/or by the relevant user group. Any suspicions or allegations of abuse involving a child or vulnerable adult made evident (either by disclosure or otherwise) during hall activities but occurring externally to hall activities will be referred to the relevant bodies. Hirers of public events and activities will need to declare the relevant body in their own safeguarding policies and detail their own referral procedures. Members of the Village Hall The NVHMC will report any such incidents to the safeguarding representative who will then make the necessary referrals to the Cambridgeshire and Peterborough Safeguarding Partnership Board (<https://suffolksp.org.uk/concerned#gsc.tab=0>). Advice on how to manage disclosures from a child or vulnerable adult can be found at the end of this document.

9. All Trustees, hall employees, volunteers and hirers are to be made aware of this policy. Should anyone require further information or guidance, this will be obtained from either Community Action Suffolk ([Safeguarding: Example policy and procedures - Community Action Suffolk](#)).

## **Procedures**

1. A copy of this policy and procedures will be displayed for the attention of all in the village hall and made available to hirers prior to their bookings being confirmed. New Trustees, volunteers and employees will be provided with a copy of this policy on appointment.

2. Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required, will show their registration and their own Child Protection Policy to the Hall Booking Secretary and Safeguarding representative. Ofsted registration is required if you work as a childminder or provide day care for children under 8 years old for more than two hours each day you must register with Ofsted and be inspected regularly. These requirements cover playgroups, nurseries, after school clubs and holiday clubs, amongst others. It is best to check the Ofsted website for any changes to ensure your information is current and up to date. Safe recruitment processes should be used to appoint staff who will be working with children or Adults at Risk of Harm in any kind of activity.

3 Organisations/groups hiring the hall for activities specifically for children will be asked to submit their Child Protection/Safeguarding policy and procedure to the Bookings Secretary for approval by the safeguarding representative before the first booking commences. Organisations hiring the hall for activities specifically involving Adults at Risk of Harm will be asked to submit their Adults at Risk of Harm Protection/Safeguarding policy and procedures to the Bookings Secretary for approval by the safeguarding representative before the first booking commences.

5. NVHMC 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 Adults at Risk of Harm pending repair where appropriate.

6. A hiring agreement that includes appropriate clauses will be entered into for all hirings including licensable activities. The Village Hall the NVHMC will ensure that these provisions are observed when holding any licensable activities itself. The Village Hall the NVHMC will give written instructions to those selling alcohol concerning the licensing offences that must be avoided.

7. Contractors engaged to conduct work at the premises must not be allowed unsupervised access to children or Adults at Risk of Harm. All contractual work will be arranged outside of times when the hall will be being used by children or Adults at Risk of Harm. If this is unavoidable (e.g., in the case of an emergency repair) the hirer will be made aware and if necessary, should provide additional necessary supervision (for example, during trips to the toilets).

8. When one part of the hall is being used by an organisation/group/hirer involving vulnerable persons, no other part of the hall premises (e.g., NVHMC Room) will separately be available for hire at the same time.

9. Anyone undertaking a risk assessment on behalf of the NVHMC must take this policy and implications into account.

To be reviewed biennially and updated as appropriate in the interim periods.

*Date presented to NVHMC: 04/July 2023*

*Date of next review 04 September 2024.*

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### **Advice on how to manage disclosures from a child or vulnerable adult:**

Do always treat any allegations extremely seriously and act towards the child/vulnerable adult as if you believe what they are saying.

Do tell the person they are right to tell you.

Do reassure them that they are not to blame.

Do be honest about your own position, who you must tell and why.

Do tell the person what you are doing and when and keep them up to date with what is happening.

Do take further action – you may be the only person able to prevent future abuse – tell your nominated person immediately.

Do write down everything said and what was done.

Do seek medical attention if necessary.

Do inform parents/carers/family members unless there is suspicion of their involvement.

Do not make promises you cannot keep (for example you will not tell anyone else). Do not interrogate the person – it is not your job to investigate – this will be up to the police and social services, who have experience in this.

Do not cast doubt on what the person has told you, do not interrupt or change the subject.

Do not say anything that makes the person feel responsible for the abuse.

Do not Do Anything – make sure you tell your nominated child protection person immediately – they will know how to follow this up and where to go for further advice.

## FLOWCHART FOR REFERRAL FOR ACTUAL OR SUSPECTED ABUSE (2022)

**See it. Recognise it. Report it.**

If the matter is urgent because a child or Adults at Risk of Harm is in immediate danger phone 999 for the Police.

### **See it.**

Are they safe? If you are concerned about a child or Adults at Risk of Harm you could help stop abuse if you follow the safeguarding policy and procedure (use this flowchart)  
**It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Lead and/or appropriate authority.**

### **Recognise it.**

- Share your concerns/information with the Safeguarding Lead/Deputy Safeguarding Lead.
- *For concerns about an Adults at Risk of Harm:* Use the *Safeguarding Adults Framework* to guide your discussions on thresholds for safeguarding referrals.
- *For concerns about a child (under 18 years of age):* Use the *Suffolk Thresholds of Needs Matrix* to guide your discussions on thresholds for safeguarding referrals.
  - If you need to discuss whether or not a referral is required, call the MASH Professional Consultation Line on 0345 606 1499 to speak with a MASH social worker – or use their webchat .
  - If there is immediate danger to the child or Adult at Risk call 999 for the Police.

### **Report it**

If you have a concern about a child or an Adult at Risk and need to make a safeguarding referral use the relevant online [Suffolk Port \(child or adult\)](#)

### **Contact Information**

Safeguarding referral: [Via portal.](#)

Customer First [0808 800 4005](#)

MASH Professionals Consultation line [03456 061 499](#)

**Police: 999 if it is an emergency**

Safeguarding Lead: Tel. 07974 916656

Email: dawn.harris29@outlook.com

Safeguarding Deputy: Tel. 07748 953175

Email: christinecthompson@btinternet.com

Safeguarding Trustee: Tel. 07860 390927

Email: iain.wright@iwaltd.co.uk

#### **Notes:**

##### **Reporting for CY**

- Parents/carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring
- **Local Authority Designated Officer (LADO) Referrals**  
If you have concerns about an adult working with a child under the age of 18 that you would like to report, [access the LADO page for more information](#)

#### **Notes:**

##### **Reporting for Adults at Risk**

It's essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity were relevant.

However, the people and organisations caring for, or assisting them must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.

Remember ALL notes will be disclosable should a formal or criminal investigation occur. Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.