

Carbrooke Village Hall Safeguarding Policy

This statement of policy and procedures applies to users of, and activities in, Carbrooke Village Hall and any ancillary activities which are the responsibility of the Village Hall Trust. This policy is in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults have the right to protection from abuse whether physical, verbal, sexual, bullying, exclusion or neglect.

All people associated with the Village Hall and its use have a responsibility for the safeguarding of children and vulnerable adults. The Village Hall committee will endeavour to keep the premises safe for use.

In most cases children will be accompanied by an adult (a parent or carer), who will take responsibility for them. Young People, (defined as school age or above for the purposes of this policy), and Vulnerable Adults may attend activities independently and need additional protection accordingly.

No member of the Trustees or volunteers will have unsupervised access to children or vulnerable adults unless in possession of appropriate clearance such as DBS.

The Village Hall Committee will ensure that all hirers/users of the Hall are aware that any safeguarding of children or vulnerable adults is the responsibility of the hirers and that they oversee all necessary arrangements.

Any organisations or individuals hiring the Hall for the purpose of holding activities where Ofsted registration is required should show their registration and their own Child Protection Policy.

Hirers need to be aware that facilities such as the toilets might be shared with other groups and Café users and that appropriate supervision/arrangements should be made.

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 and 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.

Acceptance of the Village Hall's safeguarding policy is part of the agreed contract taken out on hiring the Hall. All suspicions or allegations of abuse against a vulnerable adult or child will be taken seriously and dealt with as speedily and appropriately as possible.

At least one committee member will be named for Child Protection, (currently Debbie Muller.) The Committee has a responsibility for ensuring that safeguards are fully in place and that policies and procedures are current and fit for purpose.

If any member of the committee or hall user has concerns about the behaviour or actions of anyone associated with the Hall they should immediately inform the named safeguarding person or hall committee chairperson.

If a disclosure is made to a hall user, it will be recorded. Leading questions should not be asked but a clear factual record made of what has been disclosed. If a concern is noticed, (such as evidence of physical abuse, severe neglect or distress), this should be reported. All referrers should follow the 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

All disclosures should be immediately reported to the named safeguarding person for the relevant group who will in turn inform relevant authorities (Norfolk County Council Keeping Children Safe on 03448008020). Where appropriate, responsible adults (i.e. parents, guardians and carers), will be informed unless such a disclosure would cause significant distress or threat to the individual making it. This decision will be made by the relevant safeguarding named person.

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. Referral is made to the relevant authorities, with the adults responsible for the individual who has made a disclosure being notified if appropriate.

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).

A copy of this policy is available on the Village Hall website and will be displayed for the attention of all on the Hall notice board. These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

Further advice and support may be found from the following sources:

Carbrooke Village Hall: 01953883577

Norfolk County Council Keeping Children Safe on 03448008020

Child Protection: NSPCC – www.nspcc.org.uk or 0116 234 7223

NSPCC Child Protection Helpline – 0808 800 5000

Criminal Records Bureau – www.disclosure.gov.uk

Save the Children – www.scfuk.org.uk

Early Years Partnerships – based in County Council Social Services depts.

Vulnerable Adults Protection: Action on Elder Abuse – helpline 0808 808 814

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