

## **Wood Norton Village Hall Safeguarding Policy for Children, Young People and Vulnerable Adults**

### **Safeguarding Policy**

This statement of policy and procedures applies to users of, events and activities in, Wood Norton Village Hall.

### **Our Statement**

The Trustees of Wood Norton Village Hall acknowledge the duty of care to safeguard and promote the welfare of children, young people and vulnerable adults, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Norfolk County Council (NCC) requirements. The policy recognises that the welfare and interests of children, young people and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children, young people and vulnerable adults have the right to be kept safe.

#### **The purpose of this policy is to:**

- Protect children and young people who receive services or attend activities at the Village Hall. This includes the children of adults who use the Hall.
- Protect vulnerable adults who receive services or attend activities at the Village Hall
- Provide the Trustees, event and activity organisers, staff and volunteers with the overarching principles that guide our approach to Safeguarding and Child Protection.

The Village Hall aims to provide a safe and secure venue for a range of services, activities and events. The Trustees are committed to ensuring the safeguarding and welfare of all users of the Hall.

This policy is made available to all adults who use the Village Hall for any activities, including those who run events or activities on behalf of the Trustees. In most cases children are likely to 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.

Vulnerable adults may attend activities independently and may need additional protection as required.

#### **Definition of a Vulnerable Adult**

The Department of Health defines a vulnerable adult as a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness.

A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.

This policy includes Child and Adult Protection Procedures and Whistle Blowing.

We, the Trustees of Wood Norton Village Hall 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.

Safeguarding policies are subject to annual review and the procedures are updated as required. (Guidance from ACRE or UK Government).

### **Procedures for Safeguarding**

Groups and individuals hiring the Hall are responsible for their own safeguarding arrangements. The Trustees responsibility is to ensure that anyone who runs events or activities specifically for children, 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 Trustees of Wood Norton Village Hall upon request. Use of the Hall may be refused where adequate protection for such vulnerable groups cannot be demonstrated.

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>

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 the Secretary or Chair of the Wood Norton Village Hall Management Committee.

### **Norfolk Safeguarding Children Advice**

<https://www.norfolkscb.org/>

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
- Do not promise to keep what you are told a secret
- Tell the child or young person what you will do next
- Do not make promises you cannot keep.

All disclosures should be immediately reported to the named Safeguarding person for the hiring group who should as soon as possible inform the Secretary or Chair of the Wood Norton Village Hall Management Committee.

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, including any form of radicalisation.

## **Whistle Blowing Policy**

The Trustees will, under this Whistle Blowing Policy, protect any individual making a referral. Should the individual making the referral feel that insufficient action/follow up has taken place they should inform the Chair of the Wood Norton Village Hall Management Committee without fear of repercussion.

Procedures for Whistle Blowing include:

- Protecting those who make referrals under the Whistle Blowing Policy and Procedures so that there is a culture of informing without reprisal or negative consequence.
- As far as possible protecting the anonymity of the whistle blower, (except where so doing so could endanger another individual).
- Keeping accurate records.

## **Addendum**

You should always:

- Uphold the spirit and specific provisions of the Statement of Policy and these Guidelines.
- Do your best to behave in an open and friendly manner but avoid being overfamiliar in words or actions.
- If so far as possible, avoid situations in which you are alone with children or similarly vulnerable people. If necessary, move to a place where you can both be seen by other adults.

## **Further Information:**

<https://www.norfolkscb.org/>

Norfolk County Council Children's Services on 0344 800 8020. (This is NOT the Children's Services Safeguarding Team).

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/mash>

<https://learning.nspcc.org.uk/media/1464/introductory-guide-to-safeguarding-and-child-protection-voluntary-and-community-sector.pdf>

**In a safeguarding emergency, where a young person is at immediate risk of harm, call 999.**

*Approved by Wood Norton Village Hall Management Committee:*

*Date: 2<sup>nd</sup> November 2021*

*Reviewed: October 2022*

*Next review: October 2023*