Bonsall Village Hall Safeguarding Policy

Reviewed 30.3.26. Version 3

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 adult at risk of harm 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, 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 adults at risk of harm 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 Adults at risk of harm may attend activities independently and may need additional protection accordingly.

1.11 This policy includes Child and Adult Protection Procedures, Recruitment and Whistle Blowing. BVHMC maintain a 'culture of challenge' where all staff and volunteers are empowered to report any concerns regarding a colleagues conduct through our Whistleblowing Procedure: upon receiving a report, the Chair will initiate a confidential investigation in a timely manner, ensuring the whistleblower is protected from any form of reprisal or victimisation.

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 adults at risk of harm 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 adults at risk of harm unless they have been through the safe recruitment procedure and introductory Child Protection or Adults at risk of harm 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 adults at risk of harm 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 BVHMC have a responsibility to ensure that anyone who runs events or activities specifically for children, young people or adults at risk have appropriate safeguarding policies in place that align with current legislation.

3.2 Young People or Adults at risk of harm 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 VHMC safeguarding rep at safeguarding@bonsallvillagehall.org.uk. Or call 07771 764366. 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). Any concerns, even small or vague should be reported.

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 Any person making a safeguarding disclosure to Bonsall Village Hall must co-operate fully with the Hall and any competent authorities during investigation of complaints. They are expected to follow all appropriate recommendations and implement any further actions as advised.

Derbyshire County Council emergencies, including social care	Mon – Fri 8am – 6pm	Call 01629 533190
Derbyshire County Council emergencies, including social care	Saturday 9.30am – 4pm	Call 01629 533190
Derbyshire County Council emergencies, including social care	Out of hours	Call 01629 532600

Starting Point (Child Protection) 01629 535353

For urgent situations where a child is in immediate danger, contact 999

For immediate, life threatening or police emergencies, contact 999

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 Where the hall is used by multiple groups simultaneously, hirers are responsible for maintaining adequate supervision of children and adults at risk of harm. This includes ensuring they are accompanied when using communal toilet facilities to prevent unsupervised contact with members of other groups.