

## **HUMSHAUGH VILLAGE HALL**

### **Safeguarding Children and Vulnerable Adults Policy**

#### **Mission Statement**

The Trustees of Humshaugh Village Hall see safeguarding of children, young people and vulnerable adults as everyone's responsibility.

We recognize that we all have a role to play in identifying concerns, sharing information and taking prompt action.

We fully understand our duty of care towards all people who use or visit the Hall.

#### **We recognise that:**

- The welfare of the child / vulnerable adult is paramount and is everyone's responsibility.
- All children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Abuse can take many forms and could comprise physical abuse; sexual abuse or harassment; emotional or psychological abuse; exploitation; neglect or acts of omission; discrimination and financial exploitation: coercive and controlling behaviour.

#### **Policy Statement**

This Policy applies to all Trustees, paid staff, volunteers and users of the Village Hall and relates to:

- Children who have not yet reached their 18th birthday
- Vulnerable adults who are aged 18 or over, who because of disability, frailty or illness, are unable to take adequate care of themselves, or be cared for adequately by others, or protect themselves from abuse or exploitation.

#### **The Purpose of the policy is to:**

- Provide protection for the children and vulnerable adults who use Humshaugh Village Hall
- Provide Trustees, other volunteers and any paid staff with guidance on procedures they should adopt in the event that they suspect a child or vulnerable adult may be experiencing, or be at risk of, harm.
- Outline to hall hirers their duty of care in respect to Safeguarding procedure

#### **In order to safeguard children and vulnerable adults we expect:-**

- No member of the trustees, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults without having had an appropriate DBS check

(Disclosure and Barring service- formerly known as Criminal Records Bureau CRB). It is also good practice to ensure that key staff working with children and vulnerable adults should have Child Protection or Vulnerable Adults Protection training.

- This Policy will be made available to all Trustees, paid workers volunteers, and hall hirers so that they are all aware of and understand their responsibilities.
- Northumberland Safeguarding Board run accessible E learning packages which can be accessed through the following link

<http://northumberland/scb.safeguardingchildren.co.uk/>

Training sessions are 1.5-2 hours long but can be completed over a period of time as you can work on a bit, save it and come back to it. To apply for training call 01670629033 or e mail [iducommunity@nhct.nhs.uk](mailto:iducommunity@nhct.nhs.uk)

- Any newly appointed Trustees, paid workers and volunteers having direct contact with vulnerable children and/or adults will have the appropriate checks made as soon as their term of office or employment commences, as appropriate.
- All staff, working directly for the Village Hall Trustees must complete an application form, which shows their employment history and will need to provide at least two references.
- Anyone working directly with children or vulnerable adults will need to complete an enhanced DBS check and will need to bring a copy which will be kept on file.
- Any volunteers working for the Village Hall Trustees who might have unsupervised access to vulnerable users (e.g. running children's entertainment) will also be required to show that a DBS check has been done.
- All people hiring the village hall facilities will be made aware that they have a duty of care whilst using the premises for events etc.
- The person will take steps to ensure that safety procedures are maintained so that no child or vulnerable adult is put in danger. (Please refer to the separate Health and Safety policy)
- The person with responsibility for Safeguarding is:

Pauline Grainger: contact e-mail [paulinemgrainger@gmail.com](mailto:paulinemgrainger@gmail.com) tel: 07870789006

- Any incidents or cause for concern will be taken seriously and dealt with quickly and appropriately.
- We will share information about concerns as outlined on the Northumberland

## Safeguarding Board website

- All organisations, groups and individuals hiring the premises will be made aware of this policy and will be required, where appropriate, to produce their own Safeguarding / Child Protection / Vulnerable Adults Policy.
- Hire may be refused if Policies are not in place.
- For activities where Ofsted registration is required, the organisation will need to show their registration document. Hirers shall also ensure that any activities for children under eight years of age comply with current Children's Act legislation and that only fit and proper persons who have passed the appropriate DBS checks at Enhanced Disclosure level have access to children under 18 or to any vulnerable adults.
- There will be no gambling or inappropriate entertainment allowed or access to films being shown of inappropriate censorship rating.
- The Village Hall has Public Liability Insurance and also carries out regular Health and Safety and Hygiene checks. However the Trustees expect each organization to carry out their own risk assessments prior to hiring the Hall.
- It is the responsibility of the hirer to ensure that the building and its contents provide a completely safe environment for activities, especially those involving children and vulnerable adults, and the hirer must also ensure that adequate supervision of children and vulnerable adults is provided at all times.
- The hire of the Village Hall is subject to compliance with this Safeguarding Policy.
- Contractors engaged to carry out work at the Village Hall will not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.
- Where hire of the Hall by groups/individuals running children's activities and private parties include the taking of photographs, the Trustees expect that the hirer will have obtained the necessary permission to do so.
- This policy will be reviewed and updated annually to ensure compliance with current Local Safeguarding Board procedure
- A copy of this Policy will be kept on display in the lower ground floor hall for the attention of all users and shown to all hirers of the Village Hall.

**PROCEDURES FOR DEALING WITH REPORTED INCIDENTS; SIGNS OR NOTICE OR SUSPICION OF ABUSE:**

**First Principles** : if any Trustee, paid worker, volunteer, or user of the Village Hall has reasonable cause to believe - from disclosure, allegation or suspicion - that a child or vulnerable adult is being abused it **must** be reported.

Any incidents, signs or suspicions of abuse should be reported to the designated person in the Policy Statement . This is the person to whom paid staff, volunteers, hirers, users of the Hall, parents, children and vulnerable adults should talk to if they are worried or have concerns or unsure of what to do.

**NAME of Designated Person:** Pauline Grainger Tel: 07870789006

**The designated Person will use the Guidelines in Appendix A** in dealing with/responding to allegations/suspicions of abuse. He/She/They may choose to have a confidential discussion with others in order to get clear and precise information before contacting our local safeguarding team.

The designated person will report to Northumberland County Council’s safeguarding team on 01676536400 during office hours or 03456005252 to the Emergency Duty Team if out of hours.

The designated person will ensure that any information that he/she records concerning allegations/suspicions of child/vulnerable adult abuse is stored appropriately, confidentially and securely.

**Signed on behalf of the Management Committee:**

\_\_\_\_\_

**Chair of Trustees**

**Date:** \_\_\_\_\_

## **APPENDIX A - Guidelines for responding to the disclosure of abuse or neglect:**

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

**Do** tell the child/vulnerable adult that they are right to tell you.

**Do** reassure them that they are not to blame.

**Do** be honest about your own position, who you have to tell and why.

**Do** tell the child/vulnerable adult 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 in a position to prevent future abuse. Tell your nominated person immediately.

**Do** write down everything you have been told, what you have said, and the date and time.

**Do** consider contacting emergency services if there is immediate danger to the person making the allegation. This may be the police or medical services.

**Do** inform parents/carers unless you feel that by doing so would place the child/vulnerable adult in danger or another adult in danger.

**Do** make sure that the person who may have been abused is offered support to ensure their safety.

**Do** contact emergency services if there is immediate danger to the person making the allegation. This would be the police and/or medical services.

**Never** make promises you cannot keep such as promising confidentiality.

**Never** interrogate the child/vulnerable adult. It is not your job to carry out an investigation. This will be up to the police and social services who have experience in this.

**Never** cast doubt on what the child/vulnerable adult has told you.

**Never** say anything that makes the child/vulnerable adult feel responsible for the abuse.

**Doing nothing** is not an option! Make sure you tell your nominated Safeguarding person immediately. They will know how to follow this up and where to go for further advice.

If you are that nominated person then you should take action with the appropriate authorities immediately.

## APPENDIX B

### CONTACTS FOR REPORTING ALLEGATIONS / SUSPICIONS OF CHILD / VULNERABLE ADULT ABUSE

#### Northumberland Safeguarding Board- Children

**ONE CALL : 01670 536400** or send a written referral to: [childrenstriage@northumberland.gov.uk](mailto:childrenstriage@northumberland.gov.uk)

If you know a child already has a social worker then contact the social workers telephone number or ring the ONE CALL number above.

For the 14+ Team please ring **01670 622930**

#### **Opening Times:**

Monday to Thursday 8.30am – 5pm and Friday 8.30am – 4.30pm

#### **Out of Hours**

All calls outside these hours please ring **0345 6005252**

#### **Vulnerable Adults**

##### **Northumberland Adult Safeguarding**

Northumbria Healthcare NHS Foundation Trust  
Foundry House  
Bedlington  
Northumberland

- Tel: 01670 536 400
- Fax: 01670 536 830
- Email: [Socialcare@northumbria.nhs.uk](mailto:Socialcare@northumbria.nhs.uk)

#### **Out of office hours**

If you have an emergency affecting your social care services outside office hours, you can contact our emergency duty team. Please note this a small team covering the whole of Northumberland. They will usually be able only to take the minimum action needed to make sure that nobody is in danger.

- Tel: 0345 600 5252
- Fax: 01670 593 606

Email: [edtferralsandalerts@northumberland.gcsx.gov.uk](mailto:edtferralsandalerts@northumberland.gcsx.gov.uk)