

Stannington Village Hall

Safeguarding Procedures

1. Procedures

The Committee is responsible for ensuring that all new volunteers receive the appropriate induction including awareness of all policies.

All volunteers delivering public events and activities should take safeguarding issues into account in their risk assessments and incident planning.

All volunteers should report allegations of inappropriate behaviour towards children or vulnerable adults to the Designated Person for Safeguarding **Mark Truby; mark@stanningtonvillagehall.org** who will liaise with the supervising adult of the child or vulnerable adult concerned and/or the police and social services as necessary.

Alternatively, if you believe that a child or vulnerable person is at immediate risk call 999.

If you are concerned about a child or vulnerable adult there is Onecall – one number for all adult social care, children’s services and safeguarding in Northumberland.

- **Phone: 01670 536 400**
- **Email address: onecall@northumberland.gov.uk**

2. Training

The committee will provide this policy and procedures to all new volunteers.

All staff and volunteers including trustees will be directed to online and other Safeguarding Training opportunities during their induction and as required.

3. Actions volunteers should take when there are concerns about a child or vulnerable adult

On the very rare occasions when concerns are reported to a member of the committee or a volunteer, please take the following action:

- Approach any child, young person or vulnerable adult in apparent distress and offer help, but ensure that you and the child are as visible as possible in a public space
- Ensure that someone is able to see you so that you are not alone with a vulnerable child, young person or adult
- Be aware of the possibility of danger from others and explore situations that seem suspicious
- Be sensitive in your communication with people to avoid over-familiarity

- Report any suspicion of abuse or inappropriate conduct immediately to the Designated Person for Safeguarding, who will in turn inform the Supervising Adult (provided they are not the alleged abuser). Concerns about the conduct of the Supervising Adult should be reported by the Designated Person for Safeguarding directly to their group's organisation, or if the Supervising Adult is a parent, to Children's Services and/or the Police, as appropriate
- Act professionally in all matters and be aware of appearance, avoiding any situations which might appear compromising.

4. Actions that should not be taken

- Touch or in any way engage in unnecessary or inappropriate physical contact with a child
- Physically restrain a child or young person, or any visitor, except in exceptional circumstances (e.g. to prevent injury, damage to property or to prevent theft) and even then be careful to use only the minimum restraint necessary
- Make inappropriate comments or gestures regarding gender, ethnicity, disability, sexuality or religion or use foul, abusive, or any discriminatory language to any visitor
- Physically assault or abuse any visitor
- Do things of a personal nature for children that they can do for themselves or that a Supervising Adult can do for them, such as accompanying them to the toilet, helping them with their clothing etc.
- Give out personal information, or share personal email addresses, personal social network site details or mobile phone numbers with any child, young person or vulnerable adult, including students on work experience
- Treat any child or vulnerable adult for first aid without the presence and consent of a supervising adult.

**Safeguarding of Children and Vulnerable Adults
Procedures**

**Are you concerned about a
child or vulnerable adult?**

Concerns about a child

**Concerns about a
vulnerable adult**

Report to Onecall:

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- **Email address: onecall@northumberland.gov.uk**

**One number for all adult social care, children's
services and safeguarding in Northumberland.**

Designated Person for Safeguarding at Stannington Village Hall

Mark Truby mark@stanningtonvillagehall.org

Ron Blyth

20th February 2026