

Little Hereford Parish Hall

Policy for Safeguarding Children, Young People and Vulnerable Adults

Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

This policy defines how Little Hereford Parish Hall operates to safeguard children, young people, and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

1 Safeguarding Policy

This statement of policy and procedures applies to users of, and activities in, Little Hereford Parish Hall.

The purpose of this policy is to:

- Protect children and young people who receive services or attend activities at Little Hereford Parish Hall. This includes the children of adults who use the Hall.
- Protect vulnerable adults who receive services or attend activities at Little Hereford Parish Hall
- Provide the Committee, event and activity organisers, staff and volunteers with the overarching principles that guide our approach to Safeguarding and child protection.

Little Hereford Parish Hall aims to provide a safe and secure venue for a range of services, activities and events. The Committee recognises the importance of ensuring the safeguarding and welfare of all users of the Hall.

1.2 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 Committee. 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. Vulnerable Adults may attend activities independently and may need additional protection accordingly.

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

1.4 The Committee is 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.

1.5 Enquiries about the operation of this policy may be made in the first instance to Alex Hayward, Safeguarding Lead at ashayward@hotmail.co.uk

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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).

- 1.6 The Committee will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to the hall's principles and procedures with regard to safeguarding. The text to be included in hiring agreements other than for private parties is given in Appendix C.
2. **Procedures for Safeguarding**
 - 2.1 Groups and individuals hiring the Hall are responsible for their own safeguarding arrangements. The Hall's only responsibility is to ensure that any hirer 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 Little Hereford Parish Hall upon request. Use of Little Hereford Parish Hall may be refused where adequate protection for such vulnerable groups cannot be demonstrated to Little Hereford Parish Hall's reasonable satisfaction.
 - 2.2 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>
 - 2.3 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 Alex Hayward, Safeguarding Lead at ashayward@hotmail.co.uk or the Committee at littleherefordph@gmail.com Anyone acting in an unsafe or unwise manner may be subject to referral to the relevant authorities.
 - 2.4 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:
 - 2.4.1 Record the time and date
 - 2.4.2 Don't promise to keep what you're told a secret
 - 2.4.3 Tell the child or young person what you will do next
 - 2.4.4 Don't make promises you cannot keep
 - 2.5 All disclosures should be immediately reported to the named Safeguarding person for the hiring group who should as soon as possible inform the Little Hereford Parish Hall responsible person (see 2.3 above).
 - 2.6 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. Little Hereford Parish

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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.

2.7 Persons making relevant disclosures to Little Hereford Parish Hall must co-operate fully with Little Hereford Parish Hall and any competent authority in dealing with investigations into complaints, must follow appropriate recommendations and carry out any recommended further actions.

3. Whistle Blowing Policy

3.1 The Committee will, under this Whistle Blowing Policy, protect any individual making a referral.

Should the individual making the referral feels that insufficient action/follow up has taken place they should inform the Chairperson of the Management Committee without fear of repercussion.

Procedures for Whistle Blowing include:

- 3.1.1 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.
- 3.1.2 As far as possible protecting the anonymity of the whistle blower, (except where so doing could endanger another individual).
- 3.1.3 Keeping accurate records.

Further advice and support

At any stage you may wish to seek further advice or support from the following sources:

Child Protection: NSPCC – www.nspcc.org.uk

NSPCC Child Protection Helpline – 0808 800 5000

Criminal Records Bureau – www.disclosure.gov.uk

Save the Children – <https://www.savethechildren.org.uk> Herefordshire

Safeguarding - <https://www.herefordshiresafeguardingboards.org.uk/> -

Vulnerable Adults Protection: Action on Elder Abuse – helpline 0800 0699 784

Next Review : March 2027

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Appendix A - What is abuse?

There are different types of abuse including:

- Physical – the use of force, which results in pain or injury or a change in a person’s natural physical state.
- Sexual – involvement of a child in sexual activity or a sexual relationship, and involvement of an adult on sexual activity or a sexual relationship that they have not consented to.
- Emotional and psychological – behaviour with a harmful effect on emotional health and development, any form of mental cruelty that results in mental distress, or the denial of basic human rights such as self-expression, privacy, and dignity.
- Neglect – of a child or person unable to care for themselves.
- Female Genital Mutilation (FGM) – girls from some minority ethnic communities may be at risk.
- Institutional – mistreatment by a regime or individuals within institutional settings or services.
- Discrimination – misuse of power that violates a person’s values, beliefs or culture.
- Financial and material – the use of a person’s property or assets, income, funds or any other resources without their informed consent or authorisation.
- There may also be instances when someone reports an intention to self-harm.

How might staff, volunteers or committee members find out about abuse?

- Disclosure by a child or vulnerable adult.
- Disclosure by a third party for example concerns raised by staff, volunteers, carers, neighbours, other family members or support workers
- Observation of an adult or young person’s behaviour toward children or vulnerable adults.
- Observation of a member of staff, volunteer or trustee’s behaviour towards children or vulnerable adults.
- Observation of a child or vulnerable adult.

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Appendix B - Declaration of Acceptance of Office

Trustee Statement of Eligibility

Name of Organisation: Little Hereford Parish Hall

Registration Number: 219378

Declaration

I am not under 18 years of age and am not disqualified from serving as a member of the committee, in the event of my becoming disqualified, will take no further part in the affairs of the committee whilst such disqualification lasts.

Eligibility and responsibility

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes ([objects](#)) and rules set out in its governing document
- understand and will adhere to the organisation's [policies and procedures](#)
- are not prevented from acting as a Safeguarding Lead because you:
 - ◇ have an unspent conviction for one or more of the listed offences (<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>),
 - ◇ have an Individual Voluntary Arrangement (IVA), debt relief order and/or a bankruptcy order,
 - ◇ have been removed from being in the management or control of a body in England (under relevant legislation)
 - ◇ have been disqualified by the Charity Commission or are a disqualified company director,
 - ◇ are a designated person for the purposes of anti-terrorism legislation,
 - ◇ are on the sex offenders register or have been found in contempt of court for making (or causing to be made) a false statement,

Name (please Print):

Home Address:

Date of Birth:

Date: Signature:

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Appendix C – Text to be included in Hiring Agreements other than private parties

Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with:

- The Children Act (1989) and (2004),
- The Safeguarding Vulnerable Groups Act (2006)
- Working Together to Safeguard Children (2026)
- Mental Capacity Act (2005)
- any subsequent legislation.

When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported