

Bucklesham & Foxhall Village Hall Safeguarding Policy

Bucklesham and Foxhall Village Hall Committee (the Committee) acknowledges that all committee members, helpers and volunteers have a duty to safeguard vulnerable persons and those who may come into contact with vulnerable persons.

They should respond to any concerns they may have regarding the 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.

Vulnerable persons could include (but may not be restricted to):

- Children
- Young People
- Adults with learning difficulties or physical disabilities
- Frail, elderly people
- Carers

Principles

The welfare of the vulnerable person is paramount and is the responsibility of everyone. All vulnerable persons, without exception, have the right to protection from abuse, whether physical, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence and racism will not be permitted or tolerated.

Policy Statement

- No member of the committee, helpers or other volunteers or staff will have unsupervised access to vulnerable persons unless they have been through the safe recruitment procedure and introductory Child Protection or Vulnerable Adults Protection training.
- All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
- All helpers and volunteers need to be aware of this policy, child protection, and vulnerable adult issues, and should be offered

introductory training. A copy of the appendices will be provided to all who request it.

- There will be a Designated and named Safeguarding Person (DSP) to whom any suspicions or concerns should be reported. This person is Ruth Johnson or in her absence the Committee Chairperson or Vice Chairperson.
- The Committee will endeavour to keep any area under its control safe for use by vulnerable persons. The committee recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices, and disabled adults.
- These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

Staff Recruitment

All staff working directly for the Committee must:

- Complete an application form which shows their employment history.
- Provide at least two references.

If working directly with the vulnerable persons:

- One of the references should come from someone who has supervised them working with children, young people or vulnerable adults before.
- They should be checked under the Criminal Records Bureau Disclosure System and a copy of the CRB disclosure form kept on the secretary's file.

Any volunteers working for the Committee and having unsupervised access to vulnerable persons (e.g. running children's entertainment) may also be required to go through these procedures.

Reporting Incidents

The DSP (Ruth Johnson) will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency. The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

The designated person will:

- Know who to contact at the local authority.
- Know who to contact in Social Services for advice and referrals.
- Know about helplines and other sources of help for children and young people and vulnerable adults.
- Ensure that there is a safe environment in which staff have the opportunity to raise any child protection or vulnerable protection concerns.

Procedures

- The trustees, volunteers and staff will be given information about child protection and should attend introductory level Child Protection training and Protection of Vulnerable Adults training where possible.
- An annual review will take place at the AGM to allow for any required update of policies and/or procedures. New trustees, volunteers and staff must be given an induction to this policy and understand their responsibilities.
- Contractors engaged to carry out work in any area under the Committees control must not be allowed unsupervised access to vulnerable persons. Appropriate supervision will be arranged if necessary.
- A copy of the policy will be made available for the attention of all.

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Signed on Behalf of the Trustees

Chairperson E.S. Bramfield

Vice Chairperson D.E. Barrett

Treasurer Ruth Jousee

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