

BUCKLESHAM VILLAGE HALL

HELD IN TRUST BY BUCKLESHAM PARISH COUNCIL

Mrs Ruth Johnson, Clerk to the Village Hall
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SAFEGUARDING POLICY

Bucklesham Parish Council (the Sole Trustee), in its role as management body of the Bucklesham Village Hall, acknowledges that all Councillors, helpers and volunteers have a duty to safeguard people at risk of harm and those who may come into contact with people at risk of harm.

They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of people at risk of harm, or concerns relating to discriminatory or financial violation or exploitation of people at risk of harm. This policy is in place to protect all people of risk of harm regardless of gender, sex, sexuality, ethnicity, religion or faith, or disability.

People at risk of harm could include (but may not be restricted to):

- Children and young people
- Adults with learning difficulties or physical disabilities
- Older people

Principles

The welfare of people at risk of harm is paramount and is the responsibility of everyone. All people at risk of harm, without exception, have the right to protection from abuse, whether physical, sexual, bullying, exclusion or neglect. Verbal or physical abuse will not be permitted or tolerated.

Policy Statement

- No Councillor, helpers or other volunteers will have unsupervised access to people at risk of harm unless they have been through the safe recruitment procedure and appropriate training.
- All suspicions or allegations of abuse against people at risk of harm will be taken seriously and dealt with speedily and appropriately.
- All Councillors, helpers and volunteers need to be aware of this policy.

- There will be a named Designated Safeguarding Person (DSP) to whom any suspicions or concerns should be reported. This person is Ruth Johnson, or in her absence Lynda Seagroatt.
- The Council will endeavour to keep any area under its control safe for use by people at risk of harm. The Council 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.

Any volunteers working for the Council and having unsupervised access to people at risk of harm (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 Customer First for advice and referrals.
- Know about helplines and other sources of help for children and young people and people at risk of harm.
- Ensure that there is a safe environment in which staff have the opportunity to raise concerns for people at risk of harm.

Procedures

- The Councillors, helpers and volunteers will be given information about people at risk of harm, and should attend training where possible.
- An annual review will take place at the AGM to allow for any required update of policies and/or procedures. New Councillors, helpers or volunteers must be given an induction to this policy and understand their responsibilities.
- Contractors engaged to carry out work in any area under the Council's control must not be allowed unsupervised access to people at risk of harm. 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 Parish Council acting as Sole Trustee

Clive Lenton

Clive Lenton, Parish Council Chair

Date 8th April 2026

Reviewed at each Annual General Meeting

Date of next meeting, April 2027

Appendix 1

Recognising Concerns - Signs and Indicators of abuse.

All Councillors, helpers and volunteers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

Abuse is defined as a form of maltreatment. Somebody may abuse or neglect people at risk of harm either by inflicting harm directly or by failing to act to prevent harm. People at risk of harm may be abused in a family setting, or in an institutional or community setting by those known to them or, more rarely, by strangers. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult/adults, or by another child/children.

The following indicators listed under the categories of abuse are not an exhaustive list:

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a person at risk of harm.

Emotional abuse: the persistent emotional maltreatment of a person at risk of harm such as to cause severe and adverse effects on the person's emotional development. It may involve conveying to a person at risk of harm that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the person at risk of harm opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a individual's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the person at risk of harm from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing people at risk of harm to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a person at risk of harm, although it may occur alone.

Sexual abuse: involves forcing or enticing a person at risk of harm to take part in sexual activities, not necessarily involving a high level of violence, whether or not the person at risk of harm is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging people at risk of harm to behave in sexually inappropriate ways, or grooming a person at risk of harm in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

Neglect: the persistent failure to meet a person at risk of harm's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a person at risk of harm from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a person at risk of harm's basic emotional needs.