

SHIMPLING VILLAGE HALL

Child (and Vulnerable Adult) Protection and Safeguarding Policy - Guidance for Village Hall Hirers

Policy Statement:

Shimpling Village Hall committee recognises that it has a statutory and moral duty to ensure that it safeguards and promotes the welfare of young people (or vulnerable adults) during their time spent at the Village Hall.

The Village Hall management committee recognises that some adults as well as children are vulnerable to abuse. Accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

Shimpling Village Hall intends to create an environment in which children and vulnerable adults are protected from physical, sexual and emotional harm and in which any suspicion of abuse is promptly and appropriately responded to.

This policy will apply directly to any activities organised and / or carried out in Shimpling Village Hall, and in addition the management committee will take steps to ensure that every hirer whose hire involves children acts in compliance with current legislation and the requirements set out below.

Hirers of the Village Hall will seek to safeguard children (and vulnerable Adults) by:

- Valuing them, listening to and respecting them.
- Where appropriate recruiting staff and or volunteers safely, ensuring all necessary checks are made and training received.
- Sharing information about child protection and good practice with children, parents, external staff and volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.

The Village Hall recognises that children, young people (and vulnerable adults) may suffer abuse in different ways:

- **Physically:** Any purposeful acts of violence causing injury.
- **Sexually:** The exploitation of authority or power to involve a child in sexual gratification.
- **Emotionally:** Emotional ill-treatment or rejection affecting emotional or behavioural development.
- **Neglect:** Failure to provide a child with basic needs including access to adequate food, health care or education.

Hirers and volunteers need to be on guard to spot the signs and symptoms of abuse that can include:

- Physical signs such as changes in appearance, injuries and marks, and
- Changes in behaviour.

To achieve a safe environment, the management committee will ensure all relevant hirers have a copy of this Child Protection Policy by attaching it to the Hire agreement

The management committee require all external hirers working with children on a **regular** basis to have an approved child protection policy. This must include appropriate provisions to ensure that:

- good working practices for working with children are applied
- known abusers are excluded
- appropriate training is provided for paid staff and volunteers
- suspicions of abuse are reported and followed up appropriately and promptly
- appropriate records are maintained.

Occasional hirers, e.g. for children's parties, do not require their own approved policy but will need to observe the requirements of this policy.

Ensure all relevant people have a current Criminal Records Bureau check

The committee require that anyone who has **unaccompanied** contact with children at the Village Hall, other than a parent / carer, shall hold a current CRB check.

Hirers are required to respond appropriately to suspicions of abuse

Where abuse is suspected:

- Hirers / volunteers will offer support and guidance to the young person and ensure their current safety.
- Depending on the circumstances, parents / carers shall normally be the first point of reference, though suspicions will also be referred where appropriate to Social Services.

Whenever a parent or carer is suspected of being involved in abuse, Social Services will be the first point of reference.

- Hirers / volunteers will record incidents and make the necessary agencies aware of any potential for concern.
- If unsure about the level of risk Hirers /volunteers can seek advice by contacting **For Children** <https://www.suffolk.gov.uk/children-families-and-learning/children-and-young-peoples-portals/children-and-young-peoples-portal> or phone **0808 800 4005** **For Vulnerable Adults** <https://www.suffolk.gov.uk/care-and-support-for-adults/how-social-care-can-help/suffolk-adult-care-portal> or phone **0800 917 1109**

- Hirers / volunteers will inform the relevant external agencies of any issues for concern and pass them a written record of any incidents or disclosures, to be kept securely by them.
- Privacy and confidentiality will be respected where possible but if doing this leaves a child at risk of harm, then the child's safety will always come first.

Shimpling Village Hall Management Committee has nominated a lead committee member for Child (and vulnerable adults) Protection who can be contacted to provide advice prior to the hire of the hall or if an urgent issue arises.

For policy clarification or advice, please contact

SVH Bookings Secretary Carol Squire email: shimplingvh@gmail.com or text: 07855762812

If unsure about the level of risk or responsibilities, Hirers can seek advice by contacting

For Children <https://www.suffolk.gov.uk/children-families-and-learning/children-and-young-peoples-portals/children-and-young-peoples-portal> or phone **0808 800 4005**

For Vulnerable Adults <https://www.suffolk.gov.uk/care-and-support-for-adults/how-social-care-can-help/suffolk-adult-care-portal> or phone **0800 917 1109**

Appendix 1

SAFEGUARDING PROCEDURE FLOW CHART

