

Shimpling Village Hall Management Committee

Safeguarding Policy and Procedures

Reviewed and updated annually

Last review January 2024

Next review January 2025

Introduction:

Shimpling Village Hall Management Committee abides by the duty of care to safeguard and promote the welfare of children, young people and vulnerable adults and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children, young people and vulnerable adults is paramount
- All children, young people, and vulnerable adults regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse

Purpose:

Shimpling Village Hall Management Committee will:

- Protect children, young people and vulnerable adults
- Provide volunteers, as well as children and young people and their families, and vulnerable adults with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Shimpling Village Hall Management Committee including any volunteers.

Definitions:

Children: The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or in hospital.

Adult : The Protection of Vulnerable Adults Scheme 2004 definition of a vulnerable adult is : a person who is over 18 years of age and by reason of mental or other disability, age or illness , and who is or may be unable to take care of themselves, or unable to protect themselves from significant harm or serious exploitation

Child and Vulnerable Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child or vulnerable adult sexual exploitation
- Child or vulnerable adult criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

In addition, there are specific categories of abuse which apply to vulnerable adults:

- Financial or Material Abuse
- Modern Slavery

Safeguarding children:

Safeguarding children is defined in [Working Together to Safeguard Children 2018](#) as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Safeguarding Vulnerable Adults:

Safeguarding vulnerable adults is defined in The Care Act (2014) as:

- Protecting vulnerable adults from maltreatment
- Ensuring that vulnerable adults are offered safe and effective care
- Taking action to ensure that all vulnerable adults have the best possible outcomes

Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England.

A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning) and <https://www.scie.org.uk/key-social-care-legislation/safeguarding-adults>

Detailed definitions and signs and indicators are available by clicking these links

Training and Awareness:

Shimpling Village Hall Management Committee will ensure an appropriate level of safeguarding training is available to its members and volunteers and any relevant persons linked to the organisation who requires it.

For all members who are working or volunteering with children and vulnerable adults, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children and vulnerable adults
- Recognise a child or vulnerable adult potentially in need of safeguarding and take action.
- Understand how to report a safeguarding alert.
- Understand dignity and respect when working with children and vulnerable adults.

Reporting Procedures

The first point of contact will be the village hall management committee safeguarding lead

If they are not available and **it concerns a child or young person** then contact the Suffolk Safeguarding Team on **0808 800 4005** or click <https://www.suffolk.gov.uk/children-families-and-learning/children-and-young-peoples-portals/children-and-young-peoples-portal>

If the concern relates to a **vulnerable adult** then contact

If they are not available, then ring **0800 917 1109** or click here

<https://www.suffolk.gov.uk/care-and-support-for-adults/how-social-care-can-help/suffolk-adult-care-portal>

If the child or vulnerable adult is in immediate danger then contact the police immediately.

Confidentiality and Information Sharing:

Shimpling Village Hall Management Committee expects all volunteers and committee members to maintain confidentiality. Information will only be shared in line with the General Data Protection

However, information should be shared with the Local Authority if a child or vulnerable adult is deemed to be at risk of harm or abuse

Recording and Record Keeping:

A written record must be kept about any concern regarding a child or vulnerable adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Safe Recruitment & Selection:

Shimpling Village Hall Management Committee is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children and vulnerable adults from people unsuitable to work with them or have contact with them.

Social Media:

All committee members and volunteers should be aware of Shimpling Village Hall Committee social media procedures and care should be taken to protect the privacy of children and vulnerable adults

Use of Mobile Phones and other Digital Technology:

All committee members and volunteers should be aware of Shimpling Village Hall Management Committee's procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children, young people without the explicit consent of the person with parental responsibilities. In the case of photographs of vulnerable adults then their permission should be sought or that of those with legal responsibilities for their affairs

Important Contacts:

Police Emergency – 999 Non-Emergency – 111

Suffolk Safeguarding Teams – click the links below to raise a concern online with the relevant team

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**

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**

MEDIA RELEASE FORM

I, _____, grant permission to _____, hereinafter known as the "Media" to use my image (photographs and/or video) for use in Media publications including:

(Check All That Apply)

☐ Videos ☐ Email Blasts ☐ Recruiting Brochures ☐ Newsletters ☐ Magazines ☐ General Publications ☐ Website and/or Affiliates ☐ Other: _____

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

Please **initial** the paragraph below which is applicable to your present situation:

_____ - I am 20 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

_____ - I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Signature: _____ Date: _____

Name (please print): _____

Address: _____

Signature of parent or legal guardian: _____
(if under 20 years of age)