



# WHADDON VILLAGE HALL & RECREATION GROUND TRUST

## SAFEGUARDING POLICY

Version	Author	Updates	Date
2.0	J. Birch	Reformatted	19 <sup>th</sup> February 2024
2.1	J. Birch	Revised by C. Hales with advice from SAFEcic	4 <sup>th</sup> June 2024

# Purpose

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

This policy defines how Whaddon Village Hall Trust and Recreation Ground Trust (the Trust) operates to safeguard children, young people, and adults at risk of abuse or neglect. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

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 of care to safeguard and support our trustees and volunteers.

# Contacts

The named person responsible for child and adult at risk safeguarding matters for the Trust is Claire Hales until September 2024 AGM who can be contacted via email [clairewvhrgt@gmail.com](mailto:clairewvhrgt@gmail.com)

Karen Coningsby is the deputy and can be contacted should Claire Hales not be available.

If a concern is raised the person named as responsible for child and adult at risk safeguarding matters for the Trust will report concerns that arise, as a matter of urgency, to [Cambridgeshire and Peterborough Safeguarding Partnership Board](#).

# Definitions

**Children and young people** are defined as those persons aged under 18 years old.

**Safeguarding and promoting the welfare of children** is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

**Adult at risk of abuse or neglect**

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:

- Has care and support needs

- Is experiencing, or is at risk of, abuse or neglect
- As a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

### **Persons affected**

- All trustees and volunteers.
- All those attending any activity or service that is being delivered from the village hall charity property.
- All visitors and contractors.

## Policy principles

There can be no excuses for not taking all reasonable action to protect children and adults at risk from abuse or neglect. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

### The Trust:

- Has a zero-tolerance approach to abuse.
- Recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.
- Is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.
- Is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of children and adults at risk. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

### The Trust is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount.
- All children, young people and adults at risk have the right to protection from abuse in all forms.
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

## Procedures

- A. All members of the Trust management committee will sign the Declaration of Acceptance of Office for trustees which includes a declaration that they have no convictions in relation to abuse.
- B. All members of the Trust management committee will familiarise themselves with safeguarding responsibilities and ensure that they understand the principles set out in the policy principles above.
- C. The Trust management committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- D. All members of the Trust management committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
- E. The Trust management committee will follow safe recruitment practices if required.
- F. All members of the Trust management committee will read, sign and agree to follow this policy.
- G. A member of the Trust management committee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.
- H. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adults at risk who has possibly:
  - Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
  - Committed a criminal offence against, or related to, a child or adult at risk; or
  - Behaved towards a child (or children) or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk.
- I. The Trust management 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 sign to say that they either have
  - a robust Safeguarding policy and procedures in place including safer recruitment and DBS checked their personnel where relevant

or

- confirm that they have understood and will adhere to the hall's principles and procedures with regard to safeguarding.

K. The Trust will carry out an annual review of this policy.

## Whistleblowing

Whistleblowing is when someone raises a concern externally about a person or practice within the charity, which will affect others in an illegal and or harmful way.

Our charity promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Lead or Deputy for Safeguarding. If individuals reporting their concerns within our Trust do not feel they have been acted upon then we support their right to report these concerns to social care services, the police, and /or email [whistleblowing@charitycommission.gov.uk](mailto:whistleblowing@charitycommission.gov.uk)

All media enquiries will be handled by the Chair of Trustees

## Data Protection

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (GDPR) and will not share information with any third party, except where required by law.

## Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to everyone who comes into contact with our Trust.

We fully endorse the principal that the welfare of children, young people and adults at risk, override any obligations of confidence we may hold to others. No one working, or involved, with our Trust can promise absolute confidentiality. Individual cases will only be shared or discussed on a "need to know" basis.

## Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within our Trust the decision to share written information, and with whom, will be undertaken by the Lead or the Deputy for safeguarding.

## Policy Date

This policy was agreed and disseminated by the Trustees on and will be reviewed annually or when there is substantial charity or legal changes.

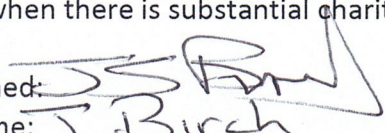
Signed:

Name:

Chair

Date:

**Policy Review Date:**

  
J Birch  
4<sup>th</sup> August 2024,

# Appendix 1

## 10 actions trustee boards need to take to ensure good safeguarding governance

### **Safeguarding should be a key governance priority for all charities**

1. Ensure your charity has an adequate safeguarding policy, code of conduct and any other safeguarding procedures. Regularly review and update the policy and procedures to ensure they are fit for purpose
2. Identify possible risks, including risks to your beneficiaries or to anyone else connected to your charity and any emerging risks on the horizon
3. Consider how to improve the safeguarding culture within your charity
4. Ensure that everyone involved with the charity knows how to recognise, respond to, report and record a safeguarding concern
5. Ensure people know how to raise a safeguarding concern
6. Regularly evaluate any safeguarding training provided, ensuring it is current and relevant
7. Review which posts within the charity can and must have a DBS check from the Disclosure and Barring Service
8. Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults at risk
9. Periodically review your safeguarding policy and procedures, learning from any serious incident or 'near miss'
10. If you work overseas, find out what different checks and due diligence you need to carry out in different geographical areas of operation.