

Tuddenham St Mary Village Hall

Safeguarding Policy

STATEMENT OF INTENT

The Tuddenham Village Hall Trust, its Trustees/Volunteers have a duty to safeguard vulnerable users of the hall and its premises and those who may come into contact with vulnerable users

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.

PRINCIPLES

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

The responsibility for ensuring the safety of children or vulnerable adults while at TVH facilities rest with the individual or organisation hiring them.

POLICY STATEMENT

- No member of the committee of trustees, helpers, other volunteers will have unsupervised access to children or vulnerable adults.
- All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.

- All Trustees/Volunteers need to be aware of this policy, child protection, and vulnerable adult issues. A copy of the appendices will be provided to all whom request it.
- There will be a nominated and named Child Protection and Vulnerable Adult Representative (CPVAR) to whom any suspicions or concerns should be reported. The CPVAR is Sara Freeman who can be contacted on 07400 626422 or by email to safeguarding.tuddenhamvh@gmail.com Sara holds an Enhanced DBS check.
- The trustees will endeavour to keep the premises safe for use by children and vulnerable adults and they recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically and mentally disabled adults.
- Any organisations or individuals hiring TVH facilities for the purposes of holding activities involving children or vulnerable adults are confirming, by signing the terms and conditions of booking, that they have appropriate safeguarding policy in place.
- TVH will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. The Trust will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on TVH premises.
- This policy and procedures will be reviewed annually and updated as appropriate in the interim periods.

Safeguarding Procedures

- All Trustees/Volunteers will be given information about child protection awareness
- <https://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-introduction/>
- An annual review will take place to allow for any required up-date of policies and or procedures. New Trustees/volunteers must be given an induction to this policy and understand their responsibilities.
- A copy of the policy will be displayed for the attention of all in the village hall, on the TVH website, and made available on request to hirers, together with a poster outlining how to report concerns (see Appendix 1).

- Organisations hiring TVH facilities for activities for children will be asked to confirm that they have suitable Child Protection policies in place before the first booking commences. Individuals hiring a hall for activities for children will be made aware of this policy, as well as Ofsted requirement (see Appendix 2). Organisations hiring a hall for activities specifically involving vulnerable adults will be asked to confirm that they have a suitable Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring a hall whose activities may involve vulnerable adults will be made aware of this policy.
- The committee will require hirers to report any damage, breakages or safety issues needing attention to the caretaker or a committee member, who will inform the appropriate persons. These will be dealt with as soon as practicable, in the light of the circumstances, with provision to prevent access by children and vulnerable adults pending repairs where and when appropriate.
- A hiring agreement that includes appropriate clauses will be entered into for all hiring for licensable activities. TVH will ensure that these provisions are observed when holding any licensable activities itself.
- Contractors engaged to carry out work at TVH premises must not be allowed unsupervised access to children or vulnerable adults. All work should be undertaken when facilities are not in use, but appropriate supervision will be arranged if it is necessary to carry out work when this is not possible.
- If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.
- The supervision of all groups remains the responsibility of the people who hire a TVH facility and sign terms and conditions of booking or rental agreement.

Appendix 1 – Notice (to be accompanied by Safeguarding Incident Reporting

Safeguarding Children and Vulnerable Adults: Handling Concerns

Users of TVH facilities

It is the responsibility of TVH facility users to report incidents to the relevant authority who will give guidance on what, if anything, needs to be done:

Incidents involving concerns about a Child Contact Suffolk County Council on 0808 800 4005 or go to website Suffolk County Council www.suffolk.gov.uk and use Portal to report a concern

Outside normal hours call 03456 066 167 (will be directed to Out of Hours contacts)

Additional support is available through on NSPCC on 0808 800 500 Email help@nspcc.org.uk

Concerns about an Adult Report abuse – Suffolk County Council - 0800 917 1109 - if Out of Hours is required, then ring this number and it will go through to EDS - Emergency Duty Services

What to do if you're worried a child is being abused – Contact Suffolk County Council on 0808 800 4005 or go to website Suffolk County Council www.suffolk.gov.uk and use Portal to report a concern/or Abuse

Don't know what to do?

If there is any doubt on what to do, or guidance is needed on the steps to be taken, the TVH Child Protection and Vulnerable Adult Representative, Sara Freeman should be contacted on 07400 626422 or by email at safeguarding.tuddenhamvh@gmail.com

Incidences relating to TVH committee members and volunteers

In incidences relating to TVH staff, committee members and volunteers the nominated Child Protection and Vulnerable Adult Representative (CPVAR) 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 CPVAR will:

- 1, Know who to contact at the local authority
- 2, Know who to contact in Social Services for advice and referrals
- 3, Know about helplines and other sources of help for children and young people and vulnerable adults ensure that there is an environment in which staff have the opportunity to raise any child protection or vulnerable adult protection concerns.
4. The terms and conditions of booking or rental agreement.

Appendix 2

Ofsted Requirements If you work as a childminder or provide day care for children under 8 years old for more than two hours each day you must register with Ofsted and be inspected regularly. Nursery education settings which are on their local authority's directory to provide free places for three- to four-year-olds must also be inspected regularly by Ofsted.
www.ofsted.gov.uk

These requirements cover playgroups, nurseries, after school clubs and holiday clubs, amongst others

Appendix 3

Events information form

To be completed if parent/guardian will not be present at event in Tuddenham Village Hall Events

If the participant is aged under 18, a parent or guardian must complete this form.

Name of participant(s)	
Date of birth (if under 18)	
Contact telephone number	
Address	
Emergency contact	
Telephone	

Please delete as appropriate:

- I agree to taking part in the activities. - Yes/No
- I have the following dietary/medical/cultural needs, including any disability or behaviour that may require extra supervision or specialist medical knowledge (please complete the box below):

Details

I authorise the supervising staff to allow me to take any medication specified on this form, call a registered medical practitioner to prescribe treatment or medication if required and administer emergency first aid treatment as necessary.

Please note: any participant with any disability or behaviour which may require extra supervision or specialist medical knowledge will have to be accompanied by an adult at all times during all events. We may ask for further details with regard to some medical needs or behaviour management. This is to ensure that all participants can enjoy our activities as safely as possible

Confidentiality and Information Sharing Policy

- All personal information will be treated as confidential.
- The details on this form are used both for health and safety reasons

Signature (parent/guardian if participant under 18)	
Name (please print)	
Date	

Please return to:

Sara Freeman, Child Protection and Vulnerable Adult Representative (CPVAR)

Tuddenham Village Hall, School Close, Tuddenham IP28 6FB

Email – safeguarding.tuddenhamvh@gmail.com