**Albourne Village Hall Safeguarding Policy**

Charity Registration No: **273399**

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| Using Policy from acre.org.uk | |
| Adopted and Ratified by the Village Hall Committee | …. Sept 2023 |
| Due for review | …… Sept 2024 |

**1. Purpose**

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

This policy defines how **Albourne** Village Hall operates to safeguard children, young people, and adults at risk of abuse or neglect.

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 to safeguard and support our trustees, volunteers, and staff. We operate a zero-tolerance to any form of verbal, sexual, physical harassment or abuse.

**2. Definitions**

**Children and young people** are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and hall users, and will be used to support their work.

*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
* **and** 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, volunteers, and staff

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

**3. 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, Equality Act 2010, including obligations under the Public Sector Duty. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights. According to the Equality Act, it is imperative to protect persons from any unlawful discrimination because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation.

**Albourne** Village Hall charity has a zero-tolerance approach to any form of abuse: physical, emotional, sexual, neglect and financial.

**Albourne** Village Hall charity 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 and will work in accordance with ‘Working together to safeguard children’ 2018.

**Albourne** Village Hall charity is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

**Albourne** Village Hall charity is aware of the work of their local safeguarding 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.

**Albourne** Village Hall Committee 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.
* 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, police, and social care, and dealt with swiftly and appropriately, contacting the West Sussex LADO if required. <https://www.westsussexscp.org.uk/>

**4. Procedures**

* 1. All members of the committee will sign the Declaration of Acceptance of Office for trustees which includes a declaration that they have no convictions in relation to abuse.
  2. All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training appropriate on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation or an independent accredited trainer **and** ensure that they understand the principles set out in this policy at 3 above.
  3. All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
  4. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
  5. The hall committee will follow safer recruitment practices- refer to the statement of commitment.
  6. A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters. This Designated Safeguarding Officer (DSO) will have responsibility for receiving any reports of safeguarding concerns, and reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency. Any safeguarding concerns/issues occurring when the hall is used must be reported to the DSO.
  7. The named Designated Safeguarding Officer is **Imelda Spencer**, mobile no 07941129784, this position will be reviewed Sept 2024
  8. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The DSO 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. Advice will be sort from the local safeguarding partnership: social care, police and if appropriate the LADO: [www.sussex.police.uk](http://www.sussex.police.uk/) <https://www.westsussexscp.org.uk/>
  9. All safeguarding records will be kept and stored in accordance with the principles of the Data Protection Act 2018 and GDPR (UK) 2018 and will be maintained by the DSO.
  10. If a disclosure of abuse occurs, confidentiality must not be promised. Information must be shared with the local safeguarding partnership as it is imperative to safeguard a child, young person or adult who is suffering from abuse, or at risk of abuse.
  11. The Harm Test-an allegation may relate to a person who works with children who has:
  + Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
  + Possibly committed a criminal offence against, or related to, a child or adult at risk.
  + 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, or
  + behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The VHC has a Managing Allegations and Whistleblowing Statement of Commitment, the DSO will receive reports and take appropriate action; if the allegation is about the VHC DSO, then the VHC Chairperson should receive the information and take action. If the allegation is about the VHC Chairperson, then the Albourne Parish Council Chairman should receive the information and take appropriate action in accordance with the Managing Allegations Statement of Commitment. Internal investigations will take place and the West Sussex LADO will be consulted for advice and immediately if the Harm Test is satisfied. All records will be kept and stored appropriately in accordance with GDPR and DPA 2018.

* 1. The hall 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, to either produce a copy of their Safeguarding Policy; or confirm that they have understood and will adhere to the hall’s principles and procedures with regard to safeguarding. Any organisations hiring the hall that will be working in ‘regulated activity’ conducting activities/sessions for children need to satisfy the committee that they have recruited staff members in accordance with safer recruitment practice and that the staff have a relevant DBS check ( Enhanced DBS with children’s barred list check). Persons hiring the hall for parties/events etc will be asked to confirm that they will abide by the Albourne Village Hall Safeguarding Policy and procedures.
  2. It is important that governing bodies and proprietors are aware of their duties and obligations under the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR) which place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.
  3. The village hall management committee will carry out an annual review of this policy.

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| Albourne Village Hall Safeguarding Reporting Form |
| **This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons. In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer within one working day or the next working day if it is a weekend.**  **Children’s services:** Phone: [01403 229900](tel:01403229900) (Monday to Friday between 9.00am and 5.00pm)  If you require the Emergency Duty Team (EDT) outside of office hours (5.00pm-9.00am weekdays) or at weekends and bank holidays, please call [033 022 26664](tel:03302226664).  If the Emergency Duty Team line is unavailable and you need to report an emergency safeguarding concern, please call [07711 769657](tel:07711769657).  <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>  **Adult Services:** If you are a member of the public, and you wish to discuss your concerns, please phone 01243 642121. To report an urgent concern out of usual working hours (Monday-Friday, 09:00-17:00), please call the Adult Social Care out of hours manager on 03302 227007. <https://www.westsussexsab.org.uk/raise-a-concern/types-of-concerns/concerns-about-an-adult/>  **Please note, if you or someone else is in immediate danger, call the Police on 999** |
| **The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken- no longer than 24 hours. Please complete the form as fully as possible.** |
| Your details – the person completing the form.  Name Position  Telephone Email |
| Details of the person affected.  Name Address  Telephone Email |
| Details of the incident (please describe in detail using only the facts) |
| Other present or potential witnesses  Name Address  Telephone number  Email |
| Additional relevant information (please detail anything else that you believe to be helpful or important) |
| **I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.** |
| PRINT NAME:  Signature:  Date: |
| **Phone the DSO immediately if a child or adult is at risk of harm or has been harmed.**  *Any concerns about non-urgent behaviour :contact the DSO verbally, contact telephone number is in the policy.*  **This form must be handed directly to the Albourne Village Hall Designated Safeguarding Officer (DSO) – it must not be sent by email. Please telephone to arrange the handover of the form. Contact details are in the policy** |