

KEINTON MANDEVILLE VILLAGE HALL AND PLAYING FIELD TRUST

Registered charity no: 1057420

Safeguarding Policy and Procedures (governance)

Purpose: The purpose of this policy is to define what we, as trustees, mean by Safeguarding, why it is important within our organisation and to explain what procedures we will follow to ensure that we abide by the regulations in place to protect children, young people and adults at risk from harm. These are set out in the Children Act 1989 / 2004, Safeguarding Vulnerable Groups Act 2006 and the Working Together to Safeguard Children Act 2018.

The named person responsible to the trustees for safeguarding matters relating to children, young people and adults at risk is Chris Calcutt. Contact Chris Calcutt, kmvillagehall@gmail.com. Our website link is Keinton Mandeville Village Hall.

Scope: This policy applies to all trustees, volunteers, contractors, visitors and hirers. The trustees provide the facilities (the village hall and Multi Use Games Area) to enable groups or individuals to hold classes, meetings or events. The trustees do not run these themselves.

Definition: Children and Young People are defined as those persons under the age of 18 years.

Safeguarding and promoting the welfare of children is defined as

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

Adults at risk of abuse or neglect – for the purpose of this policy the term adult at risk refers to anyone over the age of 18 years and who, according to paragraph 14.2 of the Care Act 2015;

- *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 / herself against abuse or neglect or 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.

Different types of abuse: abuse can take many forms and can be "hidden". Within the Children Act 1989 the types of abuse listed are physical abuse, emotional abuse, sexual abuse, and neglect.

For adults at risk the types of abuse may also include self- neglect, financial and material abuse, organisational abuse, discriminatory abuse, modern slavery and domestic abuse.

The trustees do not have regular contact with individuals who attend groups at the hall as part of their management roles but have very strong and mutually respected links with groups or individuals who hire the hall, particularly those with repeat bookings. Should a concern be raised by someone who runs a group or by a trustee through their knowledge of a person within the village then the concern would be discussed in complete confidence with the Safeguarding Lead and escalated to the appropriate Somerset Safeguarding Team. No trustee offers advice or support to anyone in relation to their personal finances nor in relation to their personal care.

Persons affected:

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

Principles: The trustees understand that there is no excuse for not taking all reasonable action to protect children and adults at risk of abuse or neglect. All citizens of the United Kingdom have their rights enshrined in 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 Children Acts of 1989 and 2004 provide the legislative framework for the safeguarding of children. We as a charity are committed to promoting wellbeing, harm prevention and responding effectively if concerns are raised. Under the Care Act 2014 we have a duty of care and protection of adults at risk.

Keinton Mandeville Village Hall and Playing Field Trust is committed to the following principles:

- *The welfare of the child or adult at risk is paramount
- *All children, young people and adults at risk have the right to protection from abuse
- *Our organisation has a zero-tolerance approach to abuse
- *Responding promptly and effectively if concerns are raised
- *The Safeguarding Lead is fully aware of the Local Safeguarding Partnership (children) and the Local Safeguarding Board (adults) and understands the development and implementation of procedures for the protection of children and adults at risk. This policy is about developing the strategies to help stop abuse if we see it happening or to prevent abuse if we are aware that a risk may occur.
- *Safeguarding is everyone's responsibility. Our trustees have an overview of safeguarding in line with their responsibilities managing our village hall. Whilst not all the trustees have safeguarding training they have read this policy, which has been discussed by the committee and are aware of our named Safeguarding Lead. They are aware that any concerns must be escalated to the Safeguarding Lead as soon as possible. New committee members are given a copy of the policy. All trustees understand that the Trust has a culture which enables issues about safeguarding to be discussed and promoting welfare to be addressed.
- *All suspicions or allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.
- *All trustees have signed a form to say they do not have any convictions in relation to the abuse of a child or adult at risk.
- *All trustees understand that safeguarding is an integral part of the management of the hall and each trustee has an equal responsibility within this area. It is a subject which can be discussed at meetings. Safeguarding is an item on the agenda at every committee meeting.
- *Trustees never have unsupervised access to an individual child nor an adult at risk. They do not visit the hall whilst classes or groups are running unless they are taking part themselves.
- *The trustees do not appoint employees. Contractors used by the hall are local trades people known to the trustees or from a local organisation. Should the need arise to use a company from further afield contracts will only be given to named companies with full traceability.
- *All hirers of the hall must sign a document to say they have read and understood the terms and conditions in our Hire Agreement. Point 11 on our Standard Conditions of Hire document clearly states our guidelines on safeguarding. "The hirer shall ensure that any activities involving children under the age of 18 years or adults at risk comply with all relevant safeguarding legislation. When requested you MUST provide us with a copy of your Safeguarding Policy and evidence that you have carried out appropriate DBS checks. This does not apply to bookings for family events."

Procedures:

- *Appoint named Safeguarding Lead.
- *Ensure all trustees have a copy of our Safeguarding Policy
- *Ensure all trustees sign a document to say they have no convictions in relation to safeguarding matters
- *Ensure Safeguarding is an agenda item for each committee meeting (even if there is nothing to discuss)
- *Ensure our cleaning contractor always has the current booking calendar and only cleans the hall when no members of the public are present. This is stated in their contract.
- *Ensure any work carried out at the hall happens when the hall is empty or carried out in an area where there is no contact with a booking taking place and a trustee is present. If work needs to be carried out in an emergency and especially in an area such as the toilets then the class / event will be cancelled.
- *If planned work needs to be carried out in a part of the building which does not impact the class /event taking place the person who has booked the hall will be fully informed beforehand. The contractor will be accompanied by a trustee and will have no contact either with children or adults at risk.
- *Ensure that access to the hall is only available by making a booking. Hirers must sign to say they accept our terms and conditions.
- *All suspicions and allegations of abuse will be taken seriously. The matter will be treated in the strictest confidence. It will be escalated speedily to the relevant Somerset Safeguarding team. The trustee who is first notified of an allegation will not say to the person making the allegation "I promise not to tell anyone else" even if asked to keep the matter a secret.

Information will be kept fully confidential and details stored as a digital copy on a password protected device. It will be objective and only state the facts as given by the person who made the allegation.

*We will follow the advice given by the Somerset Safeguarding team.

Somerset Safeguarding Boards:

<https://somensetsafeguardingchildren.org.uk>

Somerset Safeguarding Adults Board

<https://safeguardingsomerset.org.uk>

What is abuse? Definitions and signs of abuse | NSPCC Learning

There will be an annual review of this policy. The review date is part of our calendar of policy reviews.

April 2023.

ReviewedApril 2024.....

Reviewed..... May 2025.....

Reviewed.....Updated June 2025.....

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