



Vulnerable Adult and Child Safeguarding Policy

Approved by FVH Management Committee on:

Policy Statement:

1. Figheldean Village Hall Management Committee recognises that it has a statutory and moral duty to ensure that it safeguards young people and vulnerable adults from abuse regardless of gender, ethnicity, disability, sexuality, religion or faith during their time spent at the Village Hall. Figheldean Village Hall is committed therefore to ensuring that the Management Committee, volunteers and those participating in activities held in the hall have an understanding of what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.

Definition of a child:

2. A child is defined as anyone who has not yet reached their 18th birthday. In this policy 'children' means 'children and young people'.

Definition of a Vulnerable Adult:

3. A vulnerable adult is defined as a person who may be in need of services by reason of mental or other disability, age or illness and who may not be able to take care of him or herself, or is unable to protect him or herself against violence, abuse, neglect or exploitation.

Definition of Abuse:

4. Abuse is described as a violation of an individual's human or civil rights by any other person or persons.

Abuse:

5. Abuse includes:

- a. Physical abuse including hitting, slapping, punching, kicking, misuse of medication, restraint or inappropriate sanctions.
- b. Sexual abuse including rape and sexual assault or sexual acts against a child or to which a vulnerable adult has not consented, or could not consent or was pressurised into consenting.
- c. Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. Emotional abuse, belittling, name calling.

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- d. Financial or material abuse including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property and possessions.
- e. Neglect and acts of omission, leaving in soiled clothes, failing to feed properly
- f. Discriminatory abuse including racist, sexist, based on a person's disability and other forms of harassment.
- g. Institutional abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

General:

- 6. Acceptance of the Figheldean Village Hall's safeguarding policy is part of the agreed contract taken out on hiring the Hall. Any organisations or individuals hiring the hall 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 procedures in place.
- 7. All Committee Members will be made aware when a concern has been raised and finally dealt with by the FVH Designated Safeguarding Lead.
- 8. 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 Hall's appropriate notices will be displayed at any bar.
- 9. No children may be admitted to films when they are below the age of classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
- 10. Hirers need to be aware that facilities such as toilets may be shared with other groups and that appropriate supervision/arrangements should be made.
- 11. Anyone visiting the Village Hall and wishing to take a photograph of a child or children should be aware that permission should be obtained from a parent or carer firstly to take the photograph and secondly to reproduce it. Photographs of children should only be used if written consent has been obtained from a parent, guardian or carer.
- 12. As part of the Village Hall's GDPR policy records will be maintained securely and confidentiality respected.

Procedures

- 13. All members of the committee will have signed the Trustee Statement of Eligibility form for trustees which includes a declaration that they have no convictions in relation to abuse.

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14.All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation and ensure that they understand the principles set out in this policy at 3 above.

15.All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.

16.All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.

17.The hall committee will follow safe recruitment practices. 'Information Safeguarding - Appendix 1 to this Annex'.

18.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.

19.An allegation may relate to a person who works with children or adult at risk who has:

- a. Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
- b. Possibly committed a criminal offence against or related to a child or adult at risk.
- c. Behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.

20.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 at risk, other than for hire for private parties arranged for invited friends and family, to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

Anti-Bullying Policy

21. FVH Trustees operate a zero tolerance of bullying. The FVH Anti-bullying Policy can be found at Annex I.

Safe Recruitment

22.Practise safe recruitment where the committee has employees.

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23. This will include self-employed cleaners and caretakers, but this may also include volunteers or anyone working for the village hall committee and having unsupervised access to vulnerable users e.g., organising a lunch for older people or running an activity for children or volunteers undertaking a task at the village hall.

24. All staff, working directly for the village hall must:

- a. Complete an application form which shows their employment history.
- b. Provide at least two references, one being the most recent/latest employer/school/college.
- c. If working directly with children or adults at risk one of the references should come from someone who has supervised them working with children or adults at risk before. This should confirm that in their opinion they are suitable to work with children/adults at risk.
- d. If working directly with children or adults at risk, they should be checked under the Disclosure and Barring Service and a copy of the disclosure form seen and noted by the secretary.

Safeguarding Policy Principles

25. There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation, and mistreatment.

26. 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.

27. Figheldean Village Hall charity has a zero-tolerance approach to abuse.

28. Figheldean 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.

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

30. Figheldean Village Hall charity 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 adults vulnerable from abuse.

31. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

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32. Figheldean Village Hall Committee is committed to the following principles:

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

In case of concern:

33. All users of the Hall, hirers, volunteers and contractors must report any suspicions of abuse against a child or vulnerable adult to the FVH Safeguarding Lead: Mrs Caroline Lacey on 01980 670542. Concerns or allegations of abuse will be listened to and taken seriously and passed on to the relevant agency. Where appropriate, agreement should be obtained from a child's parents or guardian and from the vulnerable adult him/herself or his/her carer before sharing personal information with third parties. Confidentiality will be maintained at all times and information will be shared on a 'need to know' basis with the person making the allegation, the relevant authorities and the parents, carer or guardian.

34. This policy is reviewed and approved by FVH Management Committee annually or at any other time if legislation changes.

35. A copy of this document is available on the Village Hall website www.figheldeanvillagehall.co.uk and is displayed for the attention of all on the notice board in the lobby.

Acknowledgements

36. Thanks to ACRE (Action with Communities in Rural England) and Community Action Suffolk for the documentation from which we have extracted current Safeguarding information and guidance on processes, policies and procedures for safeguarding for Village Hall management committees.

Local Safeguarding Information:

37. Wiltshire Adult MASH Team Phone: 0300 456 0111: Email adviceandcontact@wiltshire.gov.uk.

38. Wiltshire Children MASH (Wiltshire multi agency safeguarding hub)
Phone 0300 456 0108: Emergency Duty Phone: 0300 456 010

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