

HAUGHLEY VILLAGE HALL – SAFEGUARDING POLICY

1 Statement of Intent

The primary role of Haughley Village Hall Management Committee (HVHMC) is to provide to the community of Haughley and its neighbourhood a facility in which groups and organisations may operate in a safe physical environment. As such the committee does not have direct control over the behaviour of personnel using its facility. Nevertheless it is our intention that our staff and volunteers recognise that our users have a duty to safeguard vulnerable users of the hall and its premises.

In the event that malpractice comes to light, staff and volunteers 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 and/or financial violation or exploitation of a vulnerable person.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, religion or faith when using the Haughley Village Hall.

2 Principles

- The welfare of a child or vulnerable adult is paramount and is the responsibility of everyone.
- All children and vulnerable adults have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect.
- The primary responsibility for ensuring the safety of children or vulnerable adults while at Haughley Village Hall facilities rest with the individual or organisation hiring them.

3 Policy Statement

All staff and volunteers need to be aware of this policy:-

- a. No member of the committee, staff, helpers, other volunteers or on-site contractors will have unsupervised access to children or vulnerable adults.

- b. All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.
- c. The management committee 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.
- d. The supervision of all groups remains the responsibility of the people who hire a hall facility and sign the terms and conditions of booking or rental agreement.
- e. Organisations and individuals hiring Haughley Village Hall 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.
- f. This policy will be reviewed annually and updated as appropriate.

4 Reporting Incidents

The nominated Child Protection and Vulnerable Adult representative (normally the Chair of HVHMC) 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 nominated person should:

- know who to contact at the local authority;
- know who to contact in Social Services for advice and referrals;
- 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 issue.