

Safeguarding Policy and Procedures for Oxborough Village Hall

The policy and procedures set out in this document define how Oxborough Village Hall operates to safeguard and protect adults at risk, children and young people from abuse or neglect.

1. Purpose

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

Our purpose is to fulfil our duty of care to 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.

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 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

Adults at risk and or Vulnerable

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2014 updated 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 or herself against the abuse or neglect or the risk of it

3. 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

4. Policy principles

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

Oxborough Village Hall Trustees have a zero-tolerance approach to abuse.

All reasonable action should be taken to protect everyone from risk this includes all those known to be vulnerable, children, young people and adults at risk of abuse, exploitation, radicalisation, and mistreatment. 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.

Oxborough Village Hall trustees recognises that under the Care Act 2014 updated 2015 it has a duty of 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.

Oxborough Village Hall Trustees are committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Oxborough Village Hall Trustees are aware and can access their local safeguarding Board (Norfolk County Council) and other support organisations such as ACRE and CAN on the development and implementation of procedures for the protection of all adults, children, young adults, vulnerable.

Oxborough 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 and dealt with swiftly and appropriately.

5. Procedures

- a. 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.
- b. All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing offered by their local safeguarding board (NCC) or other local support organisations (ACRE and/or CAN) and ensure that they understand the principles set out in policy principals above.
- c. All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- d. No members of the committee, helpers or other volunteers will have unsupervised access to children or adults at risk unless appropriately vetted.
- e. A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

The designated safeguarding lead for Oxborough Village Hall is Elaine Willies and can be contacted by email on ovhsafeguarding@hotmail.com

- f. 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. An allegation may relate to a person who works with children or adult at risk who has:
 - behaved in a way that has harmed a child, young person or adult at risk or may have harmed a child, young person or adult at risk (This point refers to physical harm)
 - possibly committed a criminal offence against or related to a child, young person or adult at risk; or
 - behaved towards a child, young person or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk (This point refers to emotional harm)

- g. The nominated committee members concerned with the hiring of Oxborough Village Hall 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).
- h. Should anyone need any advice or is concerned about a child, young person or adult at risk then Norfolk County Council Customer service centre can be contacted on 0344 800 8020 who would be able to put you in touch with the NCC Safeguarding team for further help and advice.
- i. The village hall management committee will carry out an annual review of this policy.

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