

Ferring Village Hall (FVH)

Safeguarding Procedure

(to be read in conjunction with Ferring Village Hall's Safeguarding Policy)

| Section 1 | |
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| Policy clause | Procedure |
| Clause 1: Purpose | <p>FVH aims to follow the principles set out in our Safeguarding Policy by having suitable procedures in place and to ensure that all trustees, volunteers, hirers and contractors are made aware of the Safeguarding Policy and our requirements regarding adherence to it.</p> <p>FVH hires out space to others to use our premises for activities or events. The trustees of FVH recognise that they have a duty of care and responsibility to all users of the village hall, but particularly children, young people and adults at risk, and to ensure that procedures are in place to enable all such people to feel safe while on our premises.</p> <p>FVH recognises that its safeguarding duties extend to its trustees and volunteers.</p> <p>We will explain how a safeguarding concern can be raised with us and how we will respond, including reporting to the relevant authorities.</p> |
| Clause 2: Definitions | <p>Our Safeguarding Policy includes certain definitions to help explain who the policy applies to. These include definitions of children and young people and adults at risk.</p> <p>The definitions are relatively broad but the level of responsibility of FVH will be reflective of the nature of the service it provides, namely as the owner and provider of community space, rather than the direct provider of activities, services or events.</p> <p>What might give rise to a safeguarding concern? A safeguarding concern will arise if a person appears to be the subject of harm or risk. See Section 2 below for a list of types of harm or risk.</p> |
| Clause 3: Persons affected | <p>FVH recognises that its safeguarding duties apply to everyone who uses the village hall, including its trustees and volunteers. The extent of FVH's duty of care will depend on the person affected. There will be a higher standard of responsibility in respect of children, young people and adults at risk but all users of the village hall should feel safe while on our premises.</p> |
| Clause 4: Policy principles | <p>FVH recognises that a basic tenet of operating as a charity is to ensure that the safety of its beneficiaries or anyone else connected with us is treated as a key governance priority.</p> <p>FVH will give due regard to the Charity Commission's good safeguarding governance in terms of its commitment to promote a safe environment for all users of the village hall, and also in</p> |

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| | connection with any safeguarding matters or concerns, with the aim of dealing with the same appropriately and effectively. |
| Clause 5: Procedures | <p>a. On appointment, all trustees are required to sign a Trustee Eligibility Declaration (see FVH’s Trustee Eligibility Policy). This sets out a number of declaratory statements, including that the trustee has no convictions in relation to abuse and is not on the sex offenders’ register.</p> <p>b. FVH’s trustees will ensure that they are aware of their safeguarding responsibilities as set out in FVH’s Safeguarding Policy and this procedure document, together with any other relevant policies. FVH will have a standing safeguarding item on the agenda of all its Committee/Trustee meetings.</p> <p>c. Safeguarding will be a standing item at all Committee/Trustee meetings in order to promote a culture of transparent and open discussion on safeguarding issues.</p> <p>d. FVH does not provide any direct activities (other than occasional ad hoc events) or services to users of the village hall, therefore, unsupervised access to children or adults at risk by any trustee, volunteer or helper would be considered low risk.</p> <p>e. FVH does not have any paid staff. Any “recruitment” activities are limited to appointment of unpaid trustees or volunteers. Trustees are required to sign a Trustee Eligibility Declaration (see a. above).</p> <p>f. FVH will appoint one of its trustees to be the lead on any safeguarding matters (the “safeguarding lead”) (see Section 3 below for the safeguarding lead’s role description and key duties and responsibilities). The safeguarding lead should, where appropriate, confer with the Chairman or any of the trustees on any safeguarding matter or concern. All Trustees understand that they remain responsible for any decisions or actions taken by FVH in connection with any safeguarding concern.</p> <p>g. FVH recognises the need to deal with any safeguarding concern involving a child or adult at risk as quickly and appropriately as possible. An accurate written record should be kept outlining the matter and actions taken. Depending on the nature of the suspicion, allegation, complaint or concern, The safeguarding lead will consider the most appropriate course of action. This might involve:</p> <ul style="list-style-type: none"> • raising the matter with the hirer responsible for the activity attended by the child or adult at risk and requiring the hirer to invoke their own safeguarding procedure; • where the matter involves the behaviour of a trustee, helper or contractor, referring the matter to the Chairman and/or the committee/trustees for consideration of the appropriate course of action under FVH’s safeguarding policy; |

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| | <ul style="list-style-type: none"> • With regard to a matter concerning a trustee (in addition to any other appropriate action that might be taken) suspending and/or removing the trustee from office; • With regard to a matter concerning a contractor (in addition to any other appropriate action that might be taken) terminating their services with immediate effect; • reporting the matter to the police (if a criminal offence is believed to have been committed); • External reporting as follows: <p style="margin-left: 20px;">Reporting a concern about a child to the local authority: West Sussex County Council Contact the Multi-Agency Safeguarding Hub (MASH) on <u>Tel</u> 01403 229 900 Mon-Fri between 9am – 5pm Out of hours team on 0330 222 6664 <u>Email</u> MASH@westsussex.gcsx.gov.uk <u>Online</u> www.westsussex.gov.uk</p> <p style="margin-left: 20px;">Reporting an adult safeguarding concern to the local authority: West Sussex County Council Contact Adults’ Care Point on <u>Tel</u> 01243 642 121 <u>Email</u> adults.carepoint@westsussex.gov.uk <u>Online</u>www.westsussex.gov.uk/social-care-and-health/social-caresupport/adults/safeguarding-adults-raise-your-concerns/ or</p> <p style="margin-left: 20px;">West Sussex Safeguarding Adults Board <u>Tel</u> 03302 227952 <u>Email</u> safeguardingadultsboard@westsussex.gov.uk Safeguarding Adults Board, 1st Floor, County Hall North, Parkside, Chart Way, Horsham, West Sussex, RH12 1XH</p> <p style="margin-left: 20px;">h. FVH will require all hirers who wish to use the village hall for any activity that involves children or adults at risk to confirm that they have their own safeguarding policy in place and that any they have carried out any relevant DBS checks. FVH may require a hirer to provide a copy of their safeguarding policy and evidence of any DBS checks. These matters will be set out in FVH’s terms and conditions of hire. For the avoidance of doubt, the requirements set out in this paragraph will not apply in respect of any hire for private parties arranged for invited friends and family.</p> |
| Section 2 | |
| Specific village hall considerations | Use of spaces by children and adults: FVH recognises that children’s and adult’s groups should have separate spaces where possible. FVH will include a term and condition of hire requiring that adults from other groups should avoid walking into or through rooms |

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| | <p>or areas where children and young people are meeting or congregating.</p> <p>Unaccompanied children: Hirers should not leave any unaccompanied child on the village hall premises at the end of an activity or booking period. If the child is waiting to be collected by a parent or other responsible adult, the hirer is responsible for ensuring that the child is not left to wait alone.</p> <p>Toilets: It isn't possible to have separate toilet facilities for children and adults. FVH will notify any new hirers of this before they start to use our premises and will expect hirers involved in activities for children, young people or adults at risk to include appropriate provisions in their own safeguarding policies and procedures.</p> |
| <p>What might give rise to a safeguarding concern?</p> | <p>There are many types of risks or harms that we all need to be alert to. The Charity Commission lists examples of risks and harm as including the following:</p> <ul style="list-style-type: none"> • sexual harassment, abuse and exploitation • criminal exploitation • a charity's culture, which may allow poor behaviour and poor accountability • people abusing a position of trust they hold within a charity • bullying or harassment • health and safety • discrimination on any of the grounds in the Equality Act 2010 • data breaches, including those under General Data Protection Regulations (GDPR) • negligent treatment • domestic abuse • self-neglect • physical or emotional abuse |
| <p>Section 3</p> | |
| <p>Role Description: safeguarding lead</p> | <p>FVH's appointed safeguarding lead has primary responsibility for dealing with any safeguarding concerns in accordance with FVH's Safeguarding Policy and this procedure document.</p> <p>Duties and responsibilities include:</p> <ul style="list-style-type: none"> • Being the central point of contact for anyone concerned about the safety of children, young people and adults at risk in the context of their attendance at any activity or event held at the village hall. • Working with others (trustees, helpers, hirers and contractors) to create a positive safe and inclusive environment. • Dealing with any reported safeguarding matters or concerns quickly, appropriately and effectively. |

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| | <ul style="list-style-type: none">• Keeping a written record of all safeguarding matters or concerns, including details of actions taken and outcomes.• Managing liaison with, and referrals to, any appropriate external agencies. |
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This procedure was approved by the Trustees on 17 May 2023

This procedure will be reviewed in 2024