

Policy for Safeguarding Vulnerable Adults and Children using Whitehill Village Hall

Every child, young person and vulnerable adult has the right to be protected from both emotional and physical harm in all elements of their life.

Whitehill Village Hall Trustees acknowledge that they have a duty of care to safeguard and promote the welfare of these groups. They are committed to ensuring that safeguarding complies with best practice and reflects statutory responsibilities and government guidance.

Any paid or volunteer staff would be DBS checked if they were ever expected to work on a regular basis, alone and unsupervised, with vulnerable adults or children.

Users who hire Whitehill Village Hall also have a responsibility to ensure that the welfare of children and vulnerable adults is paramount during all the activities that they organise.

The term 'Users' includes:-

- Organisations such as U3A, Royal Voluntary Service Lunch Club, WI, Sports Clubs, Brownies, Baby and Toddler Group
- Independent meetings and activities
- Local people during their individual social events
- Trustees and Volunteers who organise meetings and events at Whitehill Village Hall

The aim of this policy is to:-

- a) Provide children and vulnerable adults with appropriate safety and protection whilst engaged in activities at Whitehill Village Hall and its surroundings
- b) Provide a route whereby discussion or suspicion of abuse can be managed appropriately
- c) Enable all Trustees, volunteers and hall users to make informed and confident responses to specific child or vulnerable adult protection issues.

All Users of Whitehill Village Hall have a responsibility to report any concerns to

The Chairman of Whitehill Village Hall

Davina Hudson

Tel: 01420 769287

Email

48davina@gmail.com

or the Safeguarding Protection Representative

Helen Payne

Tel: 01420 474140

Email

helen.payne@zen.co.uk

who are points of contact for any disclosures made on the premises.

Such concerns will be responded to swiftly and appropriately.

If you suspect abuse you may also wish to talk to someone in authority

- For Children during office hours call 0845 603 5620 or NSPCC Helpline 0808 800 5000
- For Vulnerable Adults during office hours call 0845 603 5630
- Outside office hours Hampshire Emergency Duty Teams can be reached on 0845 600 4555
- If you think a crime has taken place call the Local police on 0845 045 45 45
- If someone is injured call 999

Responding to suspicions or allegations

Any user of the Hall who has any concerns about possible abuse or inappropriate behaviour, has a responsibility to report it. They do not have to decide whether or not abuse or inappropriate behaviour has actually taken place. **They should remember an individual may be at risk of further harm if suspicions or allegations go unreported**

The steps to be taken:

1. Concerns must be reported to the Activity Leader who booked the hall, who will report to the Organisation they represent through the appropriate channels
2. The form overleaf must be completed at once to show what has been said or seen
3. A supporting more detailed record should be completed after the event, so information passed to the Adult or Children's Services or the police is as helpful as possible. Do not pass judgement, just report the facts
4. A copy of these records should be sent immediately by the Activity Organiser to the appropriate Organisation. A copy will be kept by the individual reporting the concerns, who may involve the police, or go directly to the police.
5. The Activity Organiser must also report the matter to the Chairman of Trustees of Whitehill Village Hall, or the independent contact person named on the front page of this policy, who will liaise with the representatives of the organisation involved
6. In the unlikely event that neither of them are available, contact should be made direct to Adult or Children's services, if out of office hours, call the Emergency Duty Team on 0845 600 4555
7. The parents or carers of the client will be contacted as soon as possible, following advice from Adult or Children's Services department or other appropriate body

Detailed Information should include the following:

- The time and date of alleged incident
- The name of the child or vulnerable adult.
- Age of individual and date of birth
- Their Home address and telephone number
- Is the person making the report expressing their own concerns or those of someone else?
- What is the nature of the allegation?
- Include dates, times, any special factors and other relevant information. Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries, behavioural or indirect signs
- Witnesses to the incidents.

- The child's or vulnerable adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents/carer been contacted? If so what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the child or vulnerable adult making the report has the individual concerned been spoken to? If so what was said? Has anyone been alleged to be the abuser?
- If yes, record details of the allegation made, including the identity of the alleged abuser, the person making the allegation
- Signature with date

WHITEHILL VILLAGE HALL PROTECTION INCIDENT REPORTING FORM

All information will be treated in strict confidence

- Name of Child/Vulnerable Adult: Age:
- Address: Postcode:
- Telephone Number: Next of Kin/Carer:
- Address (if different from above): Postcode:
- Telephone Number (if different from above):
- Are you reporting your concerns or passing on those of someone else? Please give details:
.....
.....
- Please give a brief description of what has prompted the concerns:
- Date: Time Any specific incident
- Any physical signs (bruising or injury)? Behavioural signs? Indirect signs?.....
- Have you spoken to the child/person? If so what was said?
- Has anybody been alleged to be the abuser?
If so give the name of person making allegation
Are there any other witnesses?
Record details of the allegation
- Have you consulted anybody? If so give details:
- Your name: Position:
- To whom reported: Date of reporting: .../.../20.....
- Signature: Today's Date: .../.../20.....
- **This form should be given to the Safeguarding Protection Representative or Chairman of the Village Hall by hand in a sealed envelope marked 'Private and Confidential'. A detailed report should also be written.**

Good Practice

The following are common sense examples of how to **create a positive culture and climate within Whitehill Village Hall** and should protect the individual from false accusations

Good practice means:

- Always working in an open environment (eg avoiding private or unobserved situations and encouraging an open environment ie no secrets).
- Treating all children and vulnerable adults equally, and with respect and dignity.
- Always putting the welfare of each person first, eg before partners or ourselves.
- Maintaining a safe and appropriate distance with clients (e.g. it is not appropriate to have an intimate relationship with a client).
- Building balanced relationships based on mutual trust, which empowers individuals to share in the decision-making process;
- Involving parents/carers wherever possible (eg for the responsibility of their children when travelling in a volunteer's car).
- Being an excellent role model – this includes not smoking, using inappropriate language or drinking alcohol in the company of clients.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults.
- Securing carer consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental/carer consent if volunteers are required to transport children or vulnerable adults in their cars.
- The taking of photographs, film or other images of children or vulnerable adults is not appropriate without consent from parents or nominated guardians or carers, and they must be used only for the agreed purpose.

Implementation

- The hiring conditions make it clear, to all regular and casual users, that acceptance of this Policy is a requirement of hiring Whitehill Village Hall for any activity
- Following the AGM, all new Trustees must sign to show that they accept this Policy
- A copy is displayed in the entrance lobby for reference by any users of the hall.