

Safeguarding Policy Utterby Village Hall



1. Purpose

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

This policy defines how Utterby Village Hall operates to safeguard children, young people, and adults at risk of abuse or neglect.

Utterby Village Hall does not run or provide specific groups or activities for children and young people or vulnerable adults, but organised community events at the Hall may include these people. Additionally the Hall may be hired to private groups and organisations who run specific activities for children and young people or vulnerable adults.

We have a duty of care and are committed to the protection and safety of 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 of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:

- 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.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

Persons affected

- All trustees and volunteers.
- All those attending any activity or service that is being delivered from the Village Hall charity property.
- All visitors and contractors.

3. Policy principles

There can be no excuses for not taking all reasonable action to protect children and adults at risk from abuse or neglect. 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.

Utterby Village Hall has a zero-tolerance approach to abuse.

Utterby Village Hall 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.

Utterby Village Hall is committed to promoting well-being, harm prevention and to responding effectively if concerns are raised.

Utterby Village Hall 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 children and adults at risk. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur

Utterby Village Hall Management 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.

4. Procedures

A. All members of the committee will sign a Management Committee Trustee Declaration, which includes a declaration that they have no convictions in relation to abuse. (Appendix A)

B. All members of the committee will familiarise themselves with Safeguarding policy and the committee's responsibility, ensuring that they understand the principles set out in this policy at 3 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. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately checked through DBS. .

E. The Hall committee will follow safe recruitment practices.

F. 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.

G. The named person for Safeguarding is **SIMON LASHBROOKE-SMALL**

H. 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 adults at risk who has:

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

I. The Hall committee will ensure that all Hirers of the Hall have read and signed a Hire Agreement which highlights requirements for Safeguarding. Additionally, the Safeguarding policy is available on the Village Hall website.

- Any group/organisation/business who wishes to hire the Hall for activities specifically catering for children and young people or adults at risk (e.g. childcare/youth groups/counselling/respite groups), must adhere to the Hall's Safeguarding Policy and **must have their own Safeguarding Policy** for their group. They must have carried out relevant checks through the Disclosure and Barring Service (DBS). They must sign the form attached at the end of this document.
NB. This does not include hire for private parties arranged for invited friends and family.

- Hirers who intend to include activities for children or vulnerable adults in their hire, where parents/carers are usually present, must confirm that they have read and understood the Safeguarding information and requirements and will adhere to the Hall's principles and procedures.
They must sign the form attached at the end of this document.
NB. This does not include hire for private parties arranged for invited friends and family.

J. The Village Hall management committee will carry out an annual review of this policy.

EAST LINDSEY DISTRICT COUNCIL Safeguarding

Responding to a concern about a child, young person or adult at risk.

Call Lincolnshire County Council, Customer Service Centre:

Concerns relating to children – 01522 782111

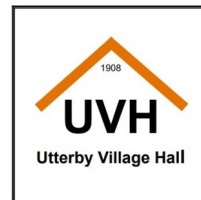
Concerns relating to adults – 01522 782155

Emergency Out of Hours Number – 01522 782333

If you feel a child or adult is at immediate threat call 999

Safeguarding – UTTERBY Village Hall

Additional agreement for hires involving children, young people and adults at risk of abuse or neglect.



By signing this document -

- I confirm I have been given a copy of the Safeguarding Policy for Utterby Village Hall.
- I confirm I have read and understood the information and requirements and will adhere to the Hall's principles and procedures with regard to Safeguarding.
- **For specific groups/organisations/businesses for children and adults at risk**
I confirm that a copy of our Safeguarding Policy for our organisation has been shared with Utterby Village Hall and staff have the appropriate DBS checks. **
- I confirm I have the authority to sign this agreement on behalf of my group/organisation.

PRINT NAME -

ORGANISATION -

DATE OF HIRE -

PURPOSE OF HIRE/ACTIVITY(IES) -

SIGNATURE -

DATE -

FOR Hall USE ONLY WHEN APPLICABLE

** Safeguarding Policy of group/organisation seen on behalf of Utterby Village Hall by -

PRINT NAME -

SIGNATURE -

DATE -

TRUSTEE DECLARATION

APPENDIX A

Charities must satisfy themselves that individuals who hold a trustee position are not disqualified from holding that position. Charities can ask the individual to complete this declaration.

Individuals holding or about to take on a trustee position, need to declare that they are not disqualified from holding that position.

Charities must make sure any declaration forms are handled and processed in accordance with duties under the General Data Protection Regulation (GDPR).

Individuals are automatically disqualified from acting as a trustee of a charity if:

- one or more of the reasons in **Annex A** apply; and
- they have not obtained a waiver of that disqualification from the Charity Commission.

Completing the declaration

Read the automatic disqualification Annex A, to decide if you are disqualified.

Complete and sign this declaration to confirm that you are not disqualified.

Pass this completed declaration to the charity for its records.

Declaration

I declare that:

- I am not disqualified from acting as a trustee; and
- I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.

Full Name:

DoB:

Address:

Tel:

Email :

Signature:

Date:

Charity Name: Utterby Village Hall
Charity Number: 508185

Annex A – Disqualification Reasons

You are automatically disqualified from acting as a trustee if:

You have an **unspent** conviction for any of the following

- a) an offence involving **deception or dishonesty**
- b) a **terrorism** offence
 - a. to which Part 4 of the Counter-Terrorism Act 2008 applies
 - b. under sections 13 or 19 of the Terrorism Act 2000
- c) a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
- d) a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
- e) an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
- f) an offence of **misconduct in public office, perjury or perverting the course of justice**
yes/no
- g) In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence

You are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)

You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth

You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.

You are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.

You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement

You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement

You have been **removed from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)

You are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity

You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)

You **have an individual voluntary arrangement (IVA)** to pay off debts with creditors

You are **subject to** a moratorium period under a **debt relief order**, or a debt relief restrictions order, or an interim order

You are subject to an order made under s.429(2) of the Insolvency Act 1986. (Failure to pay under a County Court Administration Order.)