

SAFEGUARDING POLICY



Offton & Willisham
VILLAGE HALL

GUIDING PRINCIPLES

The welfare of the child or vulnerable person is paramount.

All children and vulnerable adults, without exception, have the right to protection from abuse.

1. Policy

No member of the management committee, helpers or other person will have unsupervised access to children or vulnerable adults unless appropriately registered with the Data and Barring Service (DBS).

Procedure

All members of the management committee, helpers or other volunteers will be made aware of this policy and the relevant DBS procedures. Should DBS checks be deemed necessary, they will be undertaken in compliance with the Protection of Children Act 1999, the Children Act 1989 and Part V of the Police Act 1997 or as revised by government. Such vetting will be managed through Suffolk County Council Child Protection Team.

2. Policy

All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.

Procedure

A member of the management committee will be appointed to be responsible for Child Protection Matters. This person will have responsibility for reporting any concerns that arise, as a matter of urgency, to Suffolk County Council - Customer First on 0808 800 4005; or if immediate action is required as a crime is in progress, to the police on 999. If the nominated lead person is not available, the chairman, secretary, or the committee member with the information must take on the responsibility of contacting the authorities. NB: Under no circumstances should individual officers, committee members or groups of members attempt to investigate the matter, or take any action other than that required to prevent further harm. The matter MUST be referred to the authorities even if the allegations relate to another committee member. No-one has the right to veto a referral. All referrals will be reported to the designated safeguarding committee member and logged with date and time of the report.

3. Policy

All management committee and volunteers will be regularly reminded of their duties under this Safeguarding policy.

Procedure

Copies of the relevant Acts and Department of Health guidelines will, be held by the management committee as reference material for volunteers. Relevant Safeguarding training for management committee will be encouraged.

4. Policy

The policies and procedures will be regularly reviewed.

Procedures

A bi-annual review will take place following the AGM to allow for any required up-date of policies and or procedures. New management committee and volunteers will be provided with an understanding of their responsibilities in matters of safeguarding.

5. Policy

Members of the local community who use the Village Hall facilities should be aware of this policy

Procedure

All hirers who wish to use the hall for activities which include children and vulnerable adults other than for hire for private parties arranged for invited friends and family only, will be asked to produce a copy of their Safeguarding Policy. A copy of this document will be displayed for the attention of all.