

# OAKRIDGE VILLAGE HALL TRUST

## SAFEGUARDING POLICY



### 1. Purpose, Aim and Application of this Policy

Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm.

This statement of policy and procedures applies to users of, and activities in, Oakridge Village Hall.

1.1 The purpose of the policy is to:

- 1.1.1 Protect children and young people who receive services or attend activities at Oakridge Village Hall.
- 1.1.2 Protect vulnerable adults who receive services or attend activities at Oakridge Village Hall.
- 1.1.3 Provide the Trustees, event and activity organisers, staff and volunteers with the overarching principles that guide our approach to Safeguarding and Child Protection.

1.2 Oakridge Village Hall Trust aims to provide a safe and secure venue for a range of services, activities and events. The Trustees recognise the importance of ensuring the safeguarding and welfare of all users of the Hall. We start with a presumption of trust and confidence in all those who work with children and vulnerable adults, and the good sense and judgement of everyone involved with Oakridge Village Hall. We believe that everyone has a responsibility to help prevent physical, sexual and emotional abuse or neglect of children or vulnerable adults. We will report to the appropriate authorities any abuse that we discover or reasonably suspect.

1.3 The Trustees are committed to ensure that robust safeguards are in place, that policies and procedures are current and fit for purpose, and that complaints are investigated and handled promptly, efficiently, sensitively and without fear or favour.

1.4 It is impossible to ensure that no child or vulnerable person will ever come to harm at the Village Hall. However, implementing this Policy and following these guidelines will allow confidence that all reasonable precautions have been taken to prevent harm.

1.5 This Policy is approved by the Trustees of Oakridge Village Hall, and through this Policy, we aim to adopt the highest possible standards and take all reasonable steps in relation to the 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 and volunteers.

1.6 This policy is made available to all adults who use the Hall for any activities, including those who run events or activities on behalf of the Trustees.



In most cases children will be accompanied by an adult (a parent or carer), who will take responsibility for them. Young people (defined as secondary school age or above for the purpose of this policy) are more likely to attend on their own. Vulnerable adults may attend activities independently and may need additional protection accordingly.

## **2. Procedures for Safeguarding**

2.1 Groups and individuals hiring the Hall are responsible for their own safeguarding arrangements. The Hall's responsibility is to ensure that anyone who runs events or activities specifically for Children, Young People or Vulnerable Adults maintain the required levels of disclosure and supervision. Users are themselves responsible for deciding whether any form of Disclosure and Barring Service (DBS) check is necessary. This decision should be taken in line with current Government advice.

2.2 The Trustees will require evidence (through the Booking Form) that a Safeguarding Policy is in place and that appropriate DBS checks have been carried out before hiring the Hall to any organisation, user group or individual for activities primarily involving children or vulnerable adults, including Trustee managed events.

2.3 If any user of the Hall has concerns about the behaviour or actions of anyone associated with the Hall they should immediately inform the named person in their group initially responsible for safeguarding and / or Victoria Beard, the nominated member of the Oakridge Village Hall Trust committee (ovht21@gmail.com).

2.4 Any concern disclosed to a user or hirer of the Hall should be recorded by them as soon as practicable. A clear factual written record should be made, following the summary guidance:

- Record the date and time
- Don't promise to keep what you're told a secret
- Tell the child or young person and/or the person reporting the disclosure what will be done next / action agreed to be taken
- Don't make promises you can't keep

2.5 All disclosures should be immediately reported to the named Safeguarding person for the hiring group and / or Victoria Beard.

2.6 Confidentiality cannot be promised in any case where an individual may be in danger of any form of abuse. Abuse can include physical, sexual, emotional or neglect. Oakridge Village Hall may without reference to any person seek assistance from or make a referral to any competent authority for them to advise or take appropriate further action, with the adult responsible for the individual who has made a disclosure being notified if appropriate.



2.7 Persons making relevant disclosures to Oakridge Village Hall must co-operate fully with Oakridge Village Hall and any competent authority in dealing with investigations into complaints, must follow appropriate recommendations and carry out any recommended further actions.

The village hall management committee will carry out an annual review of this policy.