

## Sand Hutton & Claxton Village Hall Safeguarding Policy

### 1. Purpose

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

This policy sets out how Sand Hutton and Claxton Village Hall works to safeguard children, young people and vulnerable adults from abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises as visitors or as participants in activities and events, including children, young people and vulnerable adults. We also have a duty to safeguard and support our trustees, volunteers, and staff.

### 2. Definitions

**Safeguarding** is about protecting children, young people and vulnerable adults from abuse or neglect: recognising the signs, knowing what to do and taking appropriate action to prevent it.

**Abuse** is any action that causes physical, psychological or emotional harm or has the potential to do so.

**Neglect** is the absence of action that prevents physical, psychological or emotional harm or has the potential to do so.

**Children and young people** are defined as those persons with less than 18 years of age.

**Vulnerable adults** are defined as someone of 18 years or older who has care/support needs (whether or not they are currently receiving care or support from a health or care service) and is experiencing, or is at risk of, abuse or neglect.

Note: the SH & C VH Safeguarding Guidance for Trustees provides more information on these definitions

### 3. Persons affected by this policy

- all trustees, volunteers, and staff
- all those running or attending activities or events in the Village Hall
- all other visitors and contractors

### 4. Policy principles

Sand Hutton and Claxton Village Hall has a zero-tolerance approach to abuse and neglect. It is committed to preventing abuse and neglect, promoting wellbeing, and responding effectively to concerns raised.

Sand Hutton and Claxton Village Hall is committed to the following principles:

- the wellbeing of the child, young person or vulnerable adult is paramount
- all children, young people and vulnerable adults have the right to protection from abuse and neglect
- safeguarding is everyone's responsibility
- all suspicions and allegations of abuse or neglect will be taken seriously and dealt with swiftly and appropriately and properly reported to the relevant authorities

## 5. Procedures

- a. All trustees will
  - on appointment sign Trustee Statement of Eligibility and Code of Conduct forms
  - be familiar with this Safeguarding Policy and the SH&CVH Safeguarding Guidance for Trustees so they understand their responsibilities & promote a culture that takes safeguarding seriously
  - undertake training on safeguarding issues
- b. The Village Hall Health and Safety Document contains the Hall's risk assessments, including an assessment of the Safeguarding risks, associated mitigations and the checks done to that these are in place.
- c. Helpers at Village Hall events will read the Safeguarding policy and be familiar with the Hall's Health and Safety Document, including the section on Safeguarding.
- d. All Hirers of the Hall sign the Hall Hire Agreement. This requires Hirers who are formally constituted organisations, and whose activities involve children, young people or vulnerable adults, to confirm they have a Safeguarding Policy and confirm
- e. Contractors do not normally work in the Hall when it's in use for events or activities. If this were to be necessary, and children, young people or vulnerable adults were expected to be in the Hall, appropriate safeguarding arrangements would be agreed with the event or activity organiser.
- f. A named trustee is responsible for the safeguarding matters covered by this policy. They know who to contact for advice/support in relation to safeguarding matters and will report any concerns, as a matter of urgency, to the relevant safeguarding agency.

The named trustee is Lucia White, appointed from 12th April 2021 until the 2022 AGM

- g. Whenever a trustee believes a child, young person or vulnerable adult is, or is at risk of, being abused or neglected they will complete a SH&C VC Safeguarding Report Form (Appendix 1 of this document) and discuss the situation with Lucia White, the person responsible for Safeguarding. She will then contact the North Yorkshire or City of York authorities' single 'point of access' for Safeguarding on: North Yorkshire (excluding City of York):01609 780780; City of York: 01609 534527.

These numbers are also the single point of access for urgent safeguarding concerns for both children and vulnerable adults.

For certain urgent and serious concerns it may be deemed necessary to contact the police.

Information and advice is available from North Yorkshire Safeguarding Children Partnership:  
[NYSCP@nyorks.gov.uk](mailto:NYSCP@nyorks.gov.uk) or their website [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk).

- h. When dealing with safeguarding issues all reasonable steps will be taken to maintain the confidentiality of those involved
- i. This policy will be reviewed annually by the Hall Management Committee