

LVHCC Safeguarding Policy

Policy for Safeguarding Children, Young People and Vulnerable Adults

LVHCC Committee members and volunteers have a duty to safeguard vulnerable users of the Hall and its premises and those who may come into contact with vulnerable users. Vulnerable users could include: children, young people, adults with learning difficulties or physical disability, frail, elderly people and carers. LVHCC Committee members and volunteers should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

1 Safeguarding Policy

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, financial, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children should not be permitted or tolerated. This statement of policy and procedures applies to users of, and activities in, Leintwardine Village Hall and Community Centre.

1.1 The purpose of this policy is to:

- Protect children and young people who receive services or attend activities at Leintwardine Village Hall. This includes the children of adults who use the Hall.
- Protect vulnerable adults who receive services or attend activities at Leintwardine Village Hall and Community Centre.
- Provide the LVHCC Committee members, event and activity organisers, staff and volunteers with the overarching principles that guide our approach to Safeguarding.

1.2 Leintwardine Village Hall and Community Centre aims to provide a safe and secure venue for a range of services, activities and events. The LVHCC Committee members recognise the importance of ensuring the safeguarding and welfare of all users of the Hall and buildings.

1.3 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 LVHCC Committee. 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 purposes of this policy) are more likely to attend on their own. Vulnerable Adults may attend activities independently and may need additional protection accordingly.

1.4 This policy includes Child and Adult Protection Procedures, Recruitment and Whistle Blowing.

1.5 The LVHCC Committee members are committed to ensuring 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.

1.6 Enquiries about the operation of this policy may be made in the first instance to the designated Safeguarding LVHCC Committee member, Paul Cooper-James.

Safeguarding policies are subject to annual review and the procedures are updated as and when necessary, (i.e. when regulations or recommendations change or in the light of any case reviews).

2. Procedures for Safeguarding

- 2.1 Groups and individuals hiring the Hall are responsible for their own safeguarding arrangements. The LVHCC'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, supervision and have appropriate training. Organisers of activities attended by vulnerable persons must have appropriate measures in place to ensure sufficient protection is afforded to those persons. Organisers of such activities must disclose those measures to the Leintwardine Village Hall and Community Centre upon request. Use of Leintwardine Village Hall and Community Centre may be refused where adequate protection for such vulnerable groups cannot be demonstrated to Leintwardine Village Hall's reasonable satisfaction.
- 2.2 Groups which serve the under 3, 3 - 5 and 5 - 11 age groups will follow the Ofsted guidelines for levels of supervision.
<https://www.gov.uk/government/publications/ofsted-safeguarding-policy>
- 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 Paul Cooper-James and report to Herefordshire Safeguarding. Anyone acting in an unsafe or unwise manner may be subject to referral to the relevant authorities.
- 2.4 Any concern disclosed to a user or hirer of the Hall should be recorded by them as soon as practicable. Leading questions should not be asked but a clear factual written record made of what has been disclosed. All referrers should follow the following summary guidance:
- Record the time and date
 - Don't promise to keep what you're told a secret
 - Tell the child/ young person/ vulnerable adult what you will do next
 - Don't make promises you cannot keep
- 2.5 All disclosures should be immediately reported directly to Herefordshire Safeguarding.

For concerns about the safety and wellbeing of a child; telephone 01432 260800 or visit the Report concerns about a child page on the Herefordshire Community Partnership website.

For concerns about the safety and wellbeing of a vulnerable adult, telephone 01432 260715 or visit the Report concerns about adult abuse page on Herefordshire Community Partnership website.

The named Safeguarding person for the hiring group should as soon as possible inform the Leintwardine Village Hall responsible person (see 2.3 above).

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. Leintwardine Village Hall and Community Centre 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 Leintwardine Village Hall and Community Centre are advised to co-operate fully with Leintwardine Village Hall and any competent authority in dealing with investigations into complaints, following appropriate recommendations and carry out any recommended further actions.

3. Recruitment and Selection of Contracted Staff and Volunteers

3.1 LVHCC has contracted staff and volunteers. All Trustees and contracted staff of Leintwardine Village Hall are also required to have DBS checks carried out if they are to have sole responsibility for children and vulnerable adults. If conditions change for these or any future paid staff or volunteers their role will be assessed and any necessary checks carried out accordingly.

4. Whistle Blowing Policy

4.1 The Trustees will, under this Whistle Blowing Policy, protect any individual making a referral. Should the individual making the referral feel that insufficient action/follow up has taken place they should inform the Chairperson of the LVHCC Committee without fear of repercussion.

4.2 Procedures for Whistle Blowing include:

- Protecting those who make referrals under the Whistle Blowing Policy and Procedures so that there is a culture of informing without reprisal or negative consequence.
- As far as possible protecting the anonymity of the whistle blower, (except where so doing could endanger another individual).
- Keeping accurate records.

Further advice and support

At any stage you may wish to seek further advice or support from the following sources:

Child Protection: NSPCC – www.nspcc.org.uk or 0116 234 7223

NSPCC Child Protection Helpline – 0808 800 5000

Criminal Records Bureau – www.disclosure.gov.uk

Save the Children – www.scfuk.org.uk

Early Years Partnerships – based in County Council Social Services depts.

Vulnerable Adults Protection: Action on Elder Abuse – helpline 0808 808 814

If you are concerned about an adult, telephone 01432 260715 or visit the Report concerns about adult abuse page on Herefordshire Community Partnership website.

If you are concerned about a child, telephone 01432 260800 or visit the Report concerns about a child page on the Herefordshire Community Partnership website.

Next Review: April 2025