

NORMANDY VILLAGE HALL

SAFEGUARDING POLICY

1. Introduction

Normandy Village Hall (NVH) has a duty to safeguard vulnerable users of the hall and those who may come into contact with vulnerable users. This Safeguarding Policy is underpinned by a range of legislation and sets out how NVH will meet its obligations to safeguard vulnerable adults and children. It applies to all hirers of the hall, all hall users, and any staff, volunteers and contractors working for NVH. Vulnerable users could include:

- children,
- young people,
- adults with learning difficulties or physical disability,
- frail, elderly people,
- carers

2. Principles

- 2.1. The objective of safeguarding is to prevent and reduce the risk of harm to adults and children from abuse or other types of exploitation and impairment of development. It is everybody's business, and as neighbours, citizens, and community members, we need to be alert to neglect and abuse, and be committed to supporting hall users to report concerns.
- 2.2. Although it is the responsibility of those hiring NVH facilities to have appropriate arrangements in place to safeguard all those involved in their events, 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, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism must not be permitted or tolerated.

3. Policy Statement

- 3.1. All trustees, hall users and volunteers need to be aware of child protection and vulnerable adult issues. This policy, which includes information about how to report concerns, will be displayed in NVH and on our website www.normandyvillagehall.org.
- 3.2. All suspicions or allegations of abuse against a child or a vulnerable adult must be taken seriously and dealt with speedily and appropriately. Any suspicions or concerns should, if possible, be raised with the event organiser to establish whether any action is being or will be taken.
- 3.3. All safeguarding concerns should be reported to Surrey County Council's Safeguarding Teams in accordance with the arrangements set out at <https://www.surreyscb.org.uk/professionals/concerned-about-a-child/> and <https://www.surreycc.gov.uk/social-care-and-health/adults/raising-concerns-and-staying-safe> . A quick reference action summary with further contact info is shown in the box below.

- 3.4. If the person raising the concern is not satisfied that the event organiser is taking appropriate action, they should report it themselves.
- 3.5. The Trustees will make every effort to keep the premises safe for use by children and vulnerable adults. NVH recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults.
- 3.6. Any organisations or individuals hiring the hall for the purposes of providing services for children should have their own Child Protection Policy. Organisations or individuals should use safe recruitment processes to appoint staff who will be working with children or vulnerable adults in any kind of activity.
- 3.7. The Trustees require all hirers to be over the age of 18 and that a responsible adult will be present throughout any event for under 18s. The Trustees make hirers aware that alcohol may not be sold at NVH without first obtaining permission from NVH to apply for a TEN Licence from Guildford Borough Council, and then only in compliance with the requirements of any such licence granted to them.
- 3.8. Hirers must ensure that they comply with all legislation relevant to their activities, including legislation covering age-related activities.

Normandy Village Hall CIO

January 2020

QUICK REFERENCE ACTION SUMMARY

If you suspect a vulnerable adult is being harmed, don't ignore it, report it

In an emergency – Dial 999 for the police

During office hours - Contact the Multi Agency Safeguarding Hub (MASH)

Tel: 0300 470 9100 Email: ascmash@surreycc.gov.uk

or complete the MASH Referral Form and email to Adults MASH

If you are concerned about the safety of a child or young person you can contact the Surrey Children's Single Point of Access (SPA).

Availability: 9am to 5pm, Monday to Friday

Phone: 0300 470 9100

Out of hours phone: 01483 517898 to speak to the emergency duty team.