

East Woodhay Village

Hall Safeguarding Policy

Purpose:

The purpose of this safeguarding policy is to ensure that everyone using or visiting East Woodhay Village Hall feels safe and protected. This policy applies to all individuals associated with East Woodhay Village Hall and includes trustees, committee members, staff, volunteers, hall users, and visitors. It is particularly focused on protecting children, young people, and vulnerable adults who use our facilities.

1. Policy Statement

East Woodhay Village Hall is committed to:

- Creating a safe and welcoming environment for all individuals, especially children, young people, and vulnerable adults.
 - Promoting good practice in safeguarding.
 - Taking all necessary steps to prevent harm, abuse, neglect, and exploitation.
 - Ensuring that any concerns or incidents of abuse are reported and dealt with promptly, appropriately, and effectively.
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2. Definitions

For the purpose of this policy:

- **Child:** Any individual under 18 years of age.
 - **Vulnerable Adult:** A person aged 18 or over who may be at greater risk due to disability, mental health conditions, illness, age, or other circumstances.
 - **Abuse:** Includes physical, emotional, sexual, and financial abuse, as well as neglect and exploitation.
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3. Scope of Policy

This policy covers:

- Activities and events held on East Woodhay Village Hall premises.
- The conduct of trustees, committee members, volunteers, and staff of East Woodhay Village Hall as it pertains to safeguarding.

- All individuals using the hall, including groups who hire the hall for events and activities.
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4. Roles and Responsibilities

Village Hall Committee

The committee has overall responsibility for safeguarding and is committed to:

- Implementing and reviewing this policy annually.
- Appointing a **Designated Safeguarding Lead (DSL)** to act as the main contact for safeguarding concerns.
- Ensuring all trustees, committee members, and volunteers understand this policy and are aware of their responsibilities.

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Acting as the main point of contact for any safeguarding concerns.
 - Recording and reporting safeguarding concerns to the relevant authorities as required.
 - Providing guidance on safeguarding practices.
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5. Safe Recruitment

All staff, trustees, and volunteers working directly with children, young people, or vulnerable adults are required to:

- Undergo a background check, including a Disclosure and Barring Service (DBS) check, if their role involves regular or unsupervised contact.
 - Provide references prior to appointment.
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6. Promoting a Safe Environment

East Woodhay Village Hall is committed to promoting a safe environment by:

- Displaying this safeguarding policy on notice boards and the village hall website.
- Ensuring that all visitors, users, and hirers are aware of their responsibilities to safeguard children and vulnerable adults.
- Establishing clear procedures for reporting concerns.
- Supporting any individual who raises concerns, providing guidance and, where necessary, referring the matter to the appropriate authorities.

7. Reporting Concerns

All concerns regarding safeguarding should be reported to the DSL as soon as possible. If there is immediate danger, the police or emergency services should be contacted.

Reporting Procedure

1. **Identify and record:** Note down relevant details such as the nature of the concern, people involved, time, and location.
2. **Report to DSL:** The DSL will assess the concern, determine the appropriate action, and, if necessary, report it to relevant authorities.
3. **Confidentiality:** Safeguarding concerns must be handled confidentially and only shared with relevant authorities or individuals directly involved in the safeguarding process.

Key Contacts

- **Designated Safeguarding Lead (DSL):** Rose Donoghue
 - **Local Police (Non-Emergency):** 101
 - **Emergency Services:** 999
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8. Hirers' Responsibilities

Groups or individuals hiring the hall for activities involving children or vulnerable adults must:

- Have their own safeguarding policy if they are a formal organisation.
 - Comply with East Village Hall's safeguarding policy.
 - Ensure that their staff or volunteers have appropriate background checks if they have direct contact with children or vulnerable adults.
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9. Code of Conduct

All staff, trustees, volunteers, and hall users are expected to:

- Treat all children, young people, and vulnerable adults with respect.
 - Avoid any behaviour that could be misinterpreted as inappropriate or harmful.
 - Always work in an open and transparent way, avoiding situations where they are alone with children or vulnerable adults.
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10. Review and Monitoring

This policy will be reviewed annually by the Village Hall Committee, or sooner if there are changes in safeguarding legislation or guidance. Any updates will be communicated to all trustees, committee members, staff, and regular hall users.

East Woodhay Village Hall Karen Titcombe (Chair)

Date: 9th September 2025

This safeguarding policy has been developed to protect all hall users and ensure East Woodhay Village Hall remains a safe, welcoming, and supportive environment for our rural community.