



# Claygate Village Hall Association

Registered Charity No: 305007

## Safeguarding Policy

### Purpose

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

This policy defines how Claygate Village Hall operates to safeguard children, young people and adults at risk of abuse or neglect.

The Trustees acknowledge that they have a duty of care and are committed to the protection and safety of everyone who enters our premises including, but not limited to, children, young people and adults at risk involved as visitors and/or as participants in all activities and events.

### Scope

This policy applies to

- All trustees, officers and volunteers
- All those attending any activity or service that is being delivered from the village hall property
- All visitors and contractors

### Definitions

**Children and young people** are defined as those persons aged less than 18 years old.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

### Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

## Policy principles

There can be no excuses for not taking all reasonable action to protect children or adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

The Claygate Village Hall Association (CVHA) has a zero-tolerance approach to abuse.

The CVHA recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

The CVHA is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

The CVHA is aware of the work of the local safeguarding Board/Partnership and other support organisations in the development and implementation of procedures for the protection of children and vulnerable adults abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

The CVHA is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility. For protection to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

**Appendix A** contains contact details for relevant referral and support organisations.

## Procedures

- a. All Trustees will have signed a Declaration Form which confirms that they have no convictions in relation to abuse.
- b. All Trustees and Officers will ensure that they understand the principles set out in this policy above.
- c. All Trustees and Officers will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- d. No Trustees, Officers or other volunteers will have unsupervised access to children or adults at risk unless appropriately vetted and trained in safeguarding issues.
- e. The Trustees will follow safe recruitment practices.
- f. A Trustee will be nominated to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

The named person is **Stephen Fleming** until **31<sup>st</sup> March 2025**

- g. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact

and where to go for support and advice in relation to an allegation a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adult at risk who has:

- behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
  - possibly committed a criminal offence against or related to a child or adult at risk; or
  - behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.
- h. The Hall Booking Form draws the attention of hirers to this Safeguarding Policy and Trustees will ensure that it is available on the website with a copy held in the policy folder at the Reception Desk.
- i. Hirers may be requested to provide a copy of their own safeguarding policies.
- j. The Village Hall has limited CCTV coverage and when appropriate the recorded footage will be reviewed in relation to any reported incident(s).

## **Monitoring & Review**

This policy will be reviewed at least annually by the Safeguarding Officer or when new legislation requires this policy to be updated.

## **Appendix A: Contact Details**

### **Village Hall Designated Safeguarding Lead**

Steve Fleming      Mob: 07984 154 715 or email: [steve.fleming1@virgin.net](mailto:steve.fleming1@virgin.net)

### **Village Hall Chair of Trustees**

Sally Williams

### **Surrey Safeguarding - Children**

#### **From Monday to Friday 9 – 5pm**

Telephone 0300 470 9100 or email [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

#### **For Out of Hours**

Telephone 01484 517 898 or visit <https://surreyscp.org.uk/>

### **Surrey Safeguarding – Vulnerable Adults**

Telephone 00300 200 1005 or email [surreysafeguarding.adultsboard@surreycc.gov.uk](mailto:surreysafeguarding.adultsboard@surreycc.gov.uk)

#### **For Out of Hours**

Telephone 01484 517 898 or email [surreysafeguarding.adultsboard@surreycc.gov.uk](mailto:surreysafeguarding.adultsboard@surreycc.gov.uk)

Or visit <https://www.surreycc.gov.uk/adults/care-and-support/concerns>

### **In the event of immediate threat or danger – Call the Police on 999**

Further information and training provision can be found at:-

Surrey Safeguarding Children Partnership - [partnership.team@surreycc.gov.uk](mailto:partnership.team@surreycc.gov.uk) or

Surrey Safeguarding Adult Partnership - [surreysafeguarding.adultsboard@surreycc.gov.uk](mailto:surreysafeguarding.adultsboard@surreycc.gov.uk)