Tuddenham St Martin Village Hall

Policy for Safeguarding Children, Young People and Vulnerable Adults

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1. Introduction and Context

1.1 The Tuddenham St Martin Village Hall Management Committee are committed to the protection and safety of everyone who enters our premises including children, young people and adults.

1.2 **It is the responsibility of Hirers to ensure any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.**

1.3 For regular and commercial events it is expected that Hirers will have their own safeguarding policy that is compliant with all appropriate regulations. The Hall Committee may request sight of such a policy,. Hirers without their own policy, such as hirers for individual parties or events will be expected to confirm that they have understood and will adhere to the hall's safeguarding principles and procedures as described in this document.

2. Safeguarding Principles

Tuddenham St Martin Village Hall Committee 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 services to be effective each professional and organisation should play their full part.
- All suspicions and allegations of abuse must be properly reported and dealt with swiftly and appropriately

Safeguarding Good Practice for events at the hall

This section describes good practice safeguarding for anyone hiring Tuddenham St Martin Village Hall or attending an event there. They apply from the arrival of participants through to their departure and apply to the hall, the car park and outside areas belonging to the hall. Safeguarding is the responsibility of the hirer and the practices described below are in addition to and do not supersede any safeguarding policy pertinent to the organiser of the event.

Keeping Safe

2.1 For events involving children, young persons or vulnerable adults, a minimum of two responsible adults must be present to supervise at all times.

2.2 The event should be organised so as to minimise situations where abuse or neglect may occur. For instance, if the event involves one-to-one contact with a child or vulnerable person, this should be done at least in sight or hearing of others.

2.3 Groups which serve the under 11 age groups should follow the Ofsted guidelines for levels of supervision. (https://www.gov.uk/government/publications/supervision-of-activity-with-children)
In addition, Suffolk County Council provide guidelines which will be followed to ensure that all activities are suitably supervised.
https://www.suffolk.gov.uk/children-families-and-learning/keeping-children-safe/

Reporting

2.4 If anyone attending an event has safeguarding concerns about the behaviour or actions of anyone associated with the event they should immediately report their concerns. See 3.6 below for details of who to report to.

2.5 If anyone attending an event notices a child or vulnerable person displaying any signs of abuse, these should also be be reported. See 3.6 below for details of who to report to.

2.6 Parents/ carers should be advised that you are making a referral unless this might put the subject at risk or cause any delay in referring.

2.7 Who to report to:

- **In an emergency dial 999 and ask for police.** Otherwise:
- The first point of contact for reporting any concerns should be the Event Organiser who should be the responsible person who will know what action to take.
- If it is not appropriate to report to the Event Organiser then concerns maybe reported to the hall's Safeguarding Officer, (currently Adrian Frost, 07729 864850, villagehall.tuddenham@gmail.com). The Safeguarding Officer will forward the report to the Suffolk County Council Safeguarding Team.
- Alternatively, the reporter may wish to contact The Suffolk County Council Safeguarding Team directly, Customer First: 0808 800 4005 (free from landlines and most mobiles)

2.8 If you would like to discuss whether the situation you are concerned about should be the subject of a safeguarding referral, please contact the MASH (Multi-Agency Safeguarding Hub) Consultation Line on 0345 606 1499.

3. Safeguarding Procedures for the Hall's Management Committee

This section describes the procedures that apply to the Tuddenham St Martin Village Hall Management Committee.

All members of the committee will sign a Trustee Statement of Eligibility which includes a declaration that they have no convictions in relation to abuse.

3.1 All members of the committee will familiarise themselves with safeguarding responsibilities and ensure that they understand the principles and procedures set out in sections 2 and 3 above.

3.2 At least one committee member will be named as Safeguarding Officer, (currently the Chairman, Adrian Frost).

3.3 The Safeguarding Officer must keep a record of any safeguarding concern that is reported to them following this summary guidance:

- Record the time and date
- Don't promise to keep what you're told a secret
- Tell the child or young person what you will do next
- Don't make promises you cannot keep

3.4 The Safeguarding Officer will pass on any report of a safeguarding concern to The Suffolk County Council Safeguarding Team, (Customer First: 0808 800 4005).

3.5 The Safeguarding Officer may request sight of any safeguarding policy held by a hirer or hiring organisation. It will be made clear that the Safeguarding Officer cannot validate such a policy, and that the hirer must ensure that their policy is fit for purpose.

Recruitment and Selection of Paid Staff and Volunteers

3.6 Currently the Hall only employs cleaning staff and, on an occasional basis, people to maintain the hall (Electricians, plumbers, decorators etc). Such people do not have contact with the groups or individuals using the hall and consequently do not need DBS checks. If conditions change for these or any future workers each post will be assessed and any checks carried out accordingly.

4. Monitoring

This policy will be monitored at Village Hall Committee meetings and reviewed annually.

Reviewed November 2026. Next review - October 2027