

Stanton Harcourt Village Hall Safeguarding Policy

(Reg. Charity Number 304373)

The welfare of children, young people, and vulnerable adults at risk, whatever their gender, ethnicity, disability, sexuality, religion, or faith, is of paramount importance and is the responsibility of everyone. All children and vulnerable adults have the right to protection from abuse whether physical, verbal, bullying, exclusion, or neglect. (See **Appendix 3**)

1. Policy Purpose

To define how Stanton Harcourt Village Hall (SHVH) operates to safeguard children, young people (under the age of 18 years) and vulnerable adults at risk of abuse or neglect.

SHVH has a Safeguarding duty of care and are committed to the protection of all who enters our premises or attends external activities organised by the trustees, including children, young people, vulnerable adults at risk, visitors, participants, contractors, and all hirers.

SHVH also has a duty to support our trustees, volunteers, and staff and enable them to deliver their safeguarding responsibilities.

2. Definitions

Safeguarding - Measures taken to promote the health, well-being and human rights of individuals who may not be able to adequately look after themselves. Especially children, young people and vulnerable adults at risk - with the aim of ensuring they live free from harm. Safeguarding and promoting the welfare of children is defined as: protecting from maltreatment; preventing impairment of 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.

Children and young people - For the purposes of this policy, are defined as those persons aged under 18 years old.

Vulnerable Adult - For the purposes of this policy, vulnerable adult refers to someone over 18 years old who, according to paragraph 42 of the Care Act 2014:

- has care and support needs; or
- is experiencing, or is at risk of, abuse or neglect; or
- 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; or
- 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.

Carer - Includes carers, parents, guardians, chaperones, and others with caring responsibility for a Vulnerable Adult, Child, or Young Person whilst he/she is attending an event.

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3. Principles:

Zero-tolerance approach to abuse in all forms as enshrined within the Human Rights Act 1998.

A duty for the care and protection of adults who are at risk of abuse under the Care Act 2014. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

Committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Aware of the work of their local safeguarding Boards/Partnership and other support organisations on the development and implementation of procedures for the protection of adults, children and young people vulnerable to abuse.

The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Safeguarding is everyone's responsibility: for services to be effective everyone should play their full part.

4. Procedures:

Members of the Stanton Harcourt Village Hall Committee and Trustees will:

Familiarise themselves with safeguarding responsibilities.

Make every effort to attend safeguarding training on alternate years.

Ensure that they understand the principles set out in this policy. See **Section 3 Principles** above.

Carry out an annual review of this policy and any incidents to prevent recurrence.

Display the policy within the facility and on the SHVH website.

Follow safe recruiting processes for staff, contractors, committee, trustees and volunteers.

Use the hiring agreement to cascade the principles specified above and the provisions of the Child Care Act 2006 and the Safeguarding vulnerable Groups Act 2006.

Ensure all organisations hiring the facility must provide a copy of their safeguarding policy.

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Ensure all suspicions or allegations of abuse against a child or adult at risk will be taken seriously and action taken immediately. See **Section 6 Safeguarding Incidents** below

Ensure age-related controls are in place by all users of the facilities, for alcohol/adult films /gambling and or sexual entertainment.

Avoid unsupervised access to a Vulnerable Adult, Child, or Young Person if you are not a Carer as defined in **Section 2 Definitions**. It is preferable that any adult alone with children is appropriately vetted. (Disclosure and Barring Service - DBS).

Formally appoint a suitable Safeguarding Officer to represent SHVH.

5. Safeguarding Officer

The Safeguarding Officer will:

Maintain a current Disclosure and Barring Service (DBS) certificate. Other committee and Trustees may also hold a certificate.

Attend an external Safeguarding refresher course every other year and cascade the content of this course to all other members of the committee and trustees to maintain sufficient visibility and knowledge of safeguarding issues, policy and procedures.

Ensure all suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. Ensure all incidents are recorded. See **Appendix 2** for information sharing

Where appropriate review incidents for the purpose of learning from them and making any relevant improvements. Ideally on a no named basis so confidentiality can be maintained.

Be aware 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.

Maintain current knowledge of where to go for support and advice in relation to an allegation, a concern about the quality of care or practice or a complaint.

Ensure the Stanton Harcourt Safeguarding Policy is maintained.

Be appointed by Stanton Harcourt Village Hall Committee.

Stanton Harcourt Village Hall Safeguarding Officer is -

Jan Tomlinson

phone number: 07720844973

email: safeguardingshvh@gmail.com Review Date Jan 2024

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6. Safeguarding Incidents

Anyone who believes they have seen or heard a safeguarding incident must:

Take reasonable effort to remove the individual from harm - ensuring safety of self and others nearby.

Not promise confidentiality to the individual where any individual may be in danger of any form of abuse.

Report any concerns or incidents to Safeguarding Officer and where appropriate safeguarding agency, see **Appendix 1**. Ensure confidentiality where possible and safe to do so.

Write down any information volunteered by the victim, being careful not to put words into their mouth.

Follow advice on information sharing see **Appendix 2**.

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Appendix 1 Who to contact / Useful contacts

Information taken from Oxfordshire Safeguarding Children/Adults Board websites.

What to do if you think a child or vulnerable adult is at risk of abuse or neglect:

Immediate danger

If you think a child or vulnerable adult is in immediate danger, call the police on **999**.

Immediate concern about a child

The Multi-Agency Safeguarding Hub (MASH) is the front door to Children's Social Care for all child protection and immediate safeguarding concerns. If there is an immediate safeguarding concern where a child is deemed at risk or has potentially suffered significant harm, the MASH team should be contacted immediately.

If you have a concern about a child, please call MASH on **0345 050 7666** during office hours (8.30am – 5pm, Monday to Thursday, 8.30am – 4pm, Friday)

Outside office hours call the Emergency Duty Team on **0800 833 408**

If you think a child or young person is being sexually exploited - Contact the Kingfisher Team on 01865 309196. If you think a child is at immediate risk call 999.

If you are a practitioner and have concerns about another practitioner or volunteer who works with children, or you need to report them, you will need to contact the Local Authority Designated Officer (LADO) on 01865 815956.

Oxfordshire Safeguarding Children Board - <https://www.oscb.org.uk>

Government safeguarding Document - **Working Together to Safeguard Children**. Which may be found at Gov.uk:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Immediate concern about a vulnerable adult

Oxfordshire Safeguarding Adults Board. - <https://www.osab.co.uk> Report form on website.

SHVH Contacts

Safeguarding Officer Jan Tomlinson phone number: 07720844973

SHVH Chairman - Jane Eagle phone number 01865 880736

email: safeguardingshvh@gmail.com for safeguarding only.

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Appendix 2 Seven Golden Rules for information sharing

1. Remember that the **General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law** are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. **Be open and honest with the individual** (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. **Seek advice from other practitioners, or your information governance lead**, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. **Where possible, share information with consent**, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. **Consider safety and well-being**: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. **Necessary, proportionate, relevant, adequate, accurate, timely and secure**: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely (see principles).
7. **Keep a record of your decision and the reasons for it** – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Extract from HM Government Information Sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers. Which may be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

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Appendix 3 -Types of abuse

Some of the Many Forms

| | | |
|-------------------------------|----------------------------|---------------------------|
| Domestic | Institutional | Physical |
| Emotional | Sexual | Financial |
| Coercive Control | Bullying | Modern Slavery |
| Radicalisation | Child trafficking | Neglect of others |
| Force Marriage | Self-Neglect | Gangs |
| Cyber Bullying | Discriminatory | Force Marriage |
| Criminal Exploitation | Stalking | Psychological |
| Fabricated or induced illness | Child Sexual Exploitations | Female genital mutilation |

