



# GREAT GLEN VILLAGE HALL

Main Street, Great Glen. LE8 9GG

Registered Charity 243104

## **SAFEGUARDING POLICY**

**Safeguarding and promoting the welfare of children,  
young people and adults at risk from abuse and neglect**

### **1. Purpose**

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

We have a duty of care, and are committed to, the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

### **2. Definitions**

#### **2.1 Children and young people**

These are defined as persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

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.

#### **2.2 Adults at risk of abuse or neglect**

For the purposes of this policy, an adult at risk refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:

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

### **2.3 Persons affected.**

- All trustees, volunteers, and staff.
- All those hiring or using the Hall or Village facilities.
- All those attending any activity that is being delivered from the village hall charity property.
- All visitors and contractors.

## **3 Policy Principles**

There can be no excuses for not taking all reasonable action to protect children and adults at risk from abuse or neglect. 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.

Great Glen Village Hall Charity has a zero-tolerance approach to abuse.

Great Glen Village Hall Charity 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.

Great Glen Village Hall Charity is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Great Glen Village Hall Charity is aware of the work of their local Safeguarding Board/Partnership ([see Appendix 1, Note 1](#)) and other support organisations on the development and implementation of procedures for the protection of children and adults at risk. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

The Great Glen Village Hall Charity Council 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; and

- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

#### **4 Procedures**

- A. All Trustees and Officers will sign the Declaration of Acceptance of which includes a declaration that they have no convictions in relation to abuse.
- B. All members Trustees and Officers will familiarise themselves with safeguarding responsibilities, undertake training where appropriate on safeguarding issues including whistleblowing where it is available, and offered by, their local safeguarding board/partnership ([see Appendix 1, Note 2](#)) or other local support organisation **and** ensure that they understand the [principles set out in this policy at 4 above](#).
- C. All members of the Charity will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- D. All members of the Charity, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
- E. The Hall Charity is not an employer but will follow proportionate safe recruitment practices for trustees, officers and volunteers.
- F. A member of the Charity will be appointed 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.
- G. The named person is Anne Jones
- H. 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 whom 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 adults at risk who has:
  - Behaved in a way that has, or may have, harmed a child or adult at risk; or
  - Possibly committed a criminal offence against, or is related to, a child or adult at risk; or
  - Behaved towards a child (or children) or adult (s) at risk in a way that indicates they may pose a risk of harm to children or adults at risk.

#### **5. Hirer Responsibilities**

- 5.1 The Village Hall Committee will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to the hall's principles and procedures with regard to

- safeguarding. Acceptance of the Village Hall Charity safeguarding policy is part of the agreed contract taken out on hiring the Hall.
- 5.2 It is recognised that some private events may fall outside of specific legislative requirements, but the Hirer will still be expected to ensure that safe processes, overseen by appropriate responsible adults are in place. It is also important to ensure that for all events, whether private or commercial, the level and type of supervision is appropriate to the age group and abilities of the children / vulnerable adults. At least two adults should be present when working with or supervising children and young people.
  - 5.3 The Great Glen Village Hall Charity recommends that at least one responsible adult is First Aid trained. **A fully equipped First Aid Box and Accident Book are available in the main kitchen in a labelled drawer.**
  - 5.4 The Great Glen Village Hall Trustees are responsible for the maintenance of the hall and its facilities, including the provision of toilets. It is the Hirer's responsibility to ensure that the premises and facilities are suitable for the specific needs of the attendees at any event provided or hosted by them before the event proceeds. Hirers must ensure that children do not enter the kitchen areas unsupervised. Hirers need to be aware that facilities such as the toilets might be shared with other groups if they have not booked sole use of the Hall or facilities, and that appropriate supervision arrangements should be made.
  - 5.5 5.5 The Hirer is responsible for ensuring that any items brought into the hall (for example, exercise or music equipment) conform to any relevant legislation to ensure that they are safe and fit for purpose. Equally, if any of the assets of the hall, such as crockery or the sound or video system are used as part of the hire then they must be used in a safe manner in order to minimise any risks to any users, including children and vulnerable adults.
  - 5.6 Hirers should be aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18 and that no children may be admitted to films when they are below the age classification for the film. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
  - 5.7 Should any user become aware of any potential or actual risk to any user of the hall (including children and/or vulnerable adults) which they cannot immediately safely rectify, then the event in progress must be immediately suspended or terminated until such time as the problem is satisfactorily addressed. Where such a risk is due to any fault with the premises then the Hall Booking Secretary or a member of the Great Glen Village Hall Trustees must be immediately notified. Emergency contact details are displayed on the Hall noticeboard.

## 6. Review

The Great Glen Village Hall Charity Trustees will carry out an annual review of this policy.

## 7. Communication of this policy

A copy of this policy is on the notice board in the Village Hall along with posters for adult and children safeguarding which include the Leicestershire safeguarding contact details. This policy will also be brought to the attention of hirers where applicable.

Adopted	25/3/24
Annual Review	March 2025

## Appendix 1 – Notes

### Note 1 – Local Safeguarding Board / Partnership

[Leicestershire and Rutland Safeguarding Children Partnership](#)

[Leicestershire and Rutland Safeguarding Adults Board](#)

<https://lrsb.org.uk/>

### Note 2 – Learning, Development and Training

[Safeguarding Adults – Learning and Development Training](#)

[Safeguarding Children Learning](#)

[Rural Community Council Safeguarding Training Slides](#) and [Frequently Asked Questions](#)