



Charity Commission Registration No. 279405

## **Children, Young People and Vulnerable Adults Safeguarding Policy**

### **Policy Statement**

Members of the Winterbourne Glebe Hall Management Committee (WGHMC) are the managing Trustees responsible for the Winterbourne Glebe Hall, which can be used to provide activities for all age groups. This policy outlines how the WGHMC operates to safeguard children, young people and adults at risk of abuse or neglect.

It is recognised that we have a duty of care and are committed to ensure that children, young people and vulnerable adults who enter our premises, are provided with a safe and secure environment and are protected from harm regardless of gender, ethnicity, disability, sexuality, religion or faith. This includes having a duty to safeguard our trustees, volunteers, visitors and those employed. The role of Trustees as part of the WGHMC are set out in Appendix 1 and principles of this policy are set out in Appendix 2.

The Trustees require that the same responsibilities and conditions of hire, which apply for the use of the hall in general, also apply to the use of activities organised for children, young people and vulnerable adults comply with Health and Safety and Fire Regulations. Within the regulations, hirers are made aware of their obligations towards the sale of alcohol, gambling, film classifications and entertainment of an adult nature.

Organisations or Individuals hiring the hall for activities for children/vulnerable adults (other than private parties) are required to have Child Protection/Vulnerable Adults policy in place prior to the first booking.

Any organisations hiring the hall for the purposes of holding activities involving children, young people or vulnerable adults, are confirming, by signing the hiring agreement, that they have appropriate safeguarding policies in place.

Any user hiring the hall, to provide a facility for children (playgroups, youth organisations etc.), need to be able to supply to the Booking Clerk the DBS numbers, including update numbers, for the registered person, on demand. They should also be prepared to supply a copy of their registration certificate with an authorised body such as Ofsted, if required. Any delegation by that hirer, to other people, to supervise the children, is the responsibility of the hirer and neither the Trustees nor Booking Clerk will vet these delegates for DBS disclosure.

In addition, the Trustees have set out conditions in Appendix 2 of this policy, which the Hirer must comply with for activities that include children and/or vulnerable adults as a condition of hire of the premises.

This policy is to be revised annually.

Reviewed by WGHMC December 2022

**Appendix 1**  
**WGHMC Safeguarding**  
**Trustee Guidelines**

1. All members of the WGHMC will have signed the Trustee Statement of Eligibility form for trustees, which includes a declaration that they have no convictions in relation to abuse.
2. All members of the WGHMC will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation **and** ensure that they understand the principles set out in this policy.
3. All members of the WGHMC will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
4. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
5. The hall committee will follow safe recruitment practices where applicable.
6. A member of the committee 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.
7. 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.
8. The 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 produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

The village hall management committee will carry out an annual review of this policy.

## Appendix 2

### AGHMC Safeguarding

#### A. Policy Principles

1. As a charity the Winterbourne Glebe Hall has a zero-tolerance approach to abuse.
2. The Winterbourne Glebe 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 and Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation
3. The Winterbourne Glebe Hall charity is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. Any relevant concerns that arise must be reported to the relevant safeguarding agency.
4. AS a charity the WGHMC is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.
5. The Winterbourne Glebe Management 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; and
  - All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

#### B. Children

##### 1. Introduction

- 1.1 The hirer must comply with, and produce evidence of such compliance to the Trustees if so requested, of any legal requirements that may relate to their hiring, (e.g. but without limitation, Disclosure and Barring Service (DBS) Certificates- formerly CRB check, playgroups and Ofsted registration).
- 1.2 Such evidence must be provided to the Bookings Secretary before the booking commences.
- 1.3 Safeguarding and promoting 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. Child Protection:**

- 2.1 The Trustees will ensure that any individuals retained by the trustees and who are considered likely to be in unsupervised contact with children on the premises, such as with child based groups, will be required to be checked under DBS as part of their employment.
- 2.2 Where appropriate, the Trustees may require hirers for activities in the hall (other than those arranged as private events e.g. parties by private invitation) must produce copies of their child, young people and vulnerable adults' protection procedures and all adults (i.e. trainers, teachers, scout and guide leaders, and their assistants, including volunteers), have checks under the DBS system. Many people already involved in children's activities are aware of these procedures and members of many sporting and national bodies (such as scouting, karate etc.) may already have undergone such checks. The Trustees may at any time request to see copies of such certificates or to review them with the hirer.
- 2.3 It is the responsibility of the hirer to ensure that any person who has contact with children in their care is never left alone with a child, unless they have been checked and hold a current DBS Certificate.

## **3. Stage Performances**

- 3.1 Hirers need to comply where appropriate with Children (Performances and Activities) (England) Regulations 2014, which came into force on 6 February 2015.

## **4. Young People - Parties and Clubs**

- 4.1 Arrangements for private events (e.g. Children's parties) will be discussed with the Hirer and in the Hiring Agreement Form. Please note that persons can only sign the Hire Agreement over 18 years of age.
- 4.2 The Trustees take no action to vet the person(s) hiring the hall for these one off events.

## **5. Children Left Behind**

- 5.1 In the event that a child is not collected from an activity or event, the responsibility for dealing with this situation rests with the Hirer who, if necessary, must seek the advice or the involvement of the Police or other authorities.

## **C. Vulnerable Adults**

### **1. Introduction**

- 1.1 The Trustees extend the same duty of care in relation to vulnerable adults (Elderly, mentally and/or physically disabled) as to children. The Trustees Paragraph 1 and 6 of Part B above also related to vulnerable adults.
- 1.2 For the purposes of this policy, adults at risk refers to someone over 18 years of age whom according to the section 42 of the Care Act 2014;

- Has care and support needs
  - Is experiencing, or at risk of, abuse or neglect
  - As a result of their care and support needs is unable to protect themselves against abuse or at risk of it
- 1.3 Persons affected include all trustees, volunteers, staff and all those attending any activity or service that is being delivered from the village hall charity property. This also applies to visitors and contractors.
- 1.4 Hirers must satisfy themselves that the premises and its facilities are suitable for their users.
- 1.5 Advice to parents and organisers of events involving children less than 16 years of age:
- Be fully prepared for emergencies refer to the Standard Conditions of Hire provided when you hired it
  - Ensure that there is adequate adult supervision with a minimum number of 2 persons at all times.
  - Bring a mobile phone to summon support if you need it.
  - You enforce a no smoking ban.
  - You do not provide alcohol (watch for smuggling attempts).
  - Set clear rules and enforce them e.g. no children in the kitchen, none allowed outside the building unsupervised by appropriate adult etc.
  - Regularly check toilets and cloakrooms
  - Decide in advance how you will deal with a child who is not collected at the end of the activity.
  - In the interests of child protection, it is best not to leave a child alone with an adult that is not that child's parent or guardian.
- (Note: This advice should be helpful in ensuring you have a successful event for all)***
- 1.6 When the Trustees of the Village Hall, through its Management Committee, organises events which involve or include children, it is always stated that such children must be accompanied by one or more parents, guardians or other responsible adults.

### **Appendix 3**

#### **Contacts - Wiltshire Safeguarding Vulnerable People Partnership**

##### **Safeguarding Children**

If you are concerned about a child's welfare or worried they are being abused, you can make a referral to Multi-agency Safeguarding Hub (MASH): Integrated Front Door (IFD)  
 Tel: 0300 456 0108. (8.45am-5 pm, Monday-Thursday and 8.45-4pm Friday;  
 Out of Hours Emergency Duty Service: 0300 456 0100  
 For less urgent enquiries, email [mash@wiltshire.gov.uk](mailto:mash@wiltshire.gov.uk)

##### **Safeguarding Adults:**

If you think a vulnerable adult is at risk of significant harm, or is injured, contact the Wiltshire Adult Social Care Advice and Contact Team  
 Tel 0300 4560111, 8.30am-5.20pm, Monday-Thursday and 8.30am-4.20pm Friday;  
 Out of Hours 0300 456 0100.

For less urgent enquiries, you can report a safeguarding concern on the [Wiltshire Council website](#)

***If you think a child or an adult is in immediate danger, phone the police or emergency services on 999.***