

ELMSETT & ALDHAM VILLAGE HALL

SAFEGUARDING POLICY

Dated 03/09/2025

SECTION A

Executive Summary

The demands of the E&A Village Hall have changed over the years and currently the VH and grounds support the local primary school, the community shop and the community who enjoy the grounds for a range of activities

This Policy also includes a specific section (section B) on the school and the community shop to reinforce the safety of the school pupils, the teachers, the shop manager and volunteers, other members of our communities and members of the VHMC.

1. Purpose

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

This policy defines how Elmsett 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

Children and young people are defined as;

- those 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

Adult at risk of abuse or neglect is defined as;

For the purposes of this policy, 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
- 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.

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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.

Persons affected

- All trustees, volunteers, and staff.
- All those attending any activity or service 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.

- E&A Village Hall charity has a zero-tolerance approach to abuse.
- E&A 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
- E&A Village Hall charity is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Village Hall charity 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 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.

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; 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 members of the committee will sign the Declaration of Acceptance of Office for trustees which includes a declaration that they have no convictions in relation to abuse.

B. All members of the committee will familiarise themselves with safeguarding responsibilities,

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undertake training where appropriate 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 at 3 above.

C. All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.

D. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.

E. The hall committee will follow safe recruitment practices.

F. 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.

G. The named person is **Pauline Scott** until the annual review

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 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 adults 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 or adults at risk.

I. 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 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.

J. Visitors are only allowed on site in the presence of the children or vulnerable adults under the supervision of the responsible person or a nominated deputy.

K. All contractors shall be given a copy of our policy and be asked to sign a declaration that all of their employees have been DBS checked.

Furthermore every effort will be made to schedule routine maintenance checks outside of school hours. In the case of emergencies the responsible person will ensure that the school is aware of any visits that may be required under these circumstances.

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

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SECTION B

Elmsett and Aldham Village Hall Safeguarding Policy Primary School and Community Shop

1. Purpose

This section of the policy outlines the safeguarding protocols in place to protect children from Elmsett Church of England Primary School when attending the E & A Village Hall for school related activities such as meals and lessons. The E & A community shop which operates from a separate section of the same premises as well as general users of the E & A VH site. The goal is to ensure a safe, secure, and clearly managed environment for all children, staff, and community members, including visitors to the adjacent VH grounds.

2. Scope

This policy applies to:

- All children attending using the Village Hall from the Elmsett primary school.
- School staff and volunteers.
- Community shop volunteers and staff.
- Village Hall Committee members and volunteers.
- Users and visitors of the VH grounds surrounding the Village Hall.
- Any third-party visitors to the hall during shared operational hours.

This policy operates alongside the school's own safeguarding policy and statutory guidance such as *Keeping Children Safe in Education* and *Working Together to Safeguard Children*.

3. Designated Safeguarding Responsibility

- The Headteacher of the primary school retains overall responsibility for pupils' safeguarding during their time at the Village Hall and grounds.
- The Village Hall Committee will appoint a Safeguarding Liaison Officer to coordinate with the school and the community shop and ensure that safeguarding protocols are followed.
- The Community Shop Manager is responsible for ensuring all shop volunteers and staff are briefed on safeguarding expectations and understand the boundaries and conduct required.

Any safeguarding concerns must be reported immediately to the appropriate Designated Safeguarding Lead (DSL) at the primary school. **(The Headteacher - Leigh Hilton)**

4. Physical Separation and Access Control

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- The Community shop is physically separated from the main hall but situated at the rear northerly end of the VH building and visitors to the shop park in the communal car park and or walk across the front of the main VH entrance door Hall
- During shared usage hours, both will be clearly marked with signage and, where appropriate, physical barriers.
- Children will be restricted to areas supervised by school staff. The community shop operates in a separate, non-overlapping space with its own access point.
- External doors accessible to pupils will be either monitored by staff or secured to prevent unauthorised access.
- Visitors to the shop or users of the grounds will not be permitted to enter the school use areas at any time.
- The 7-acre grounds may be accessed by the school under supervision, and any public use must respect boundary markers and safeguarding signage.

5. Supervision and Adult Conduct

- Children must be supervised by qualified school staff at all times when present in the Hall or on the grounds.
- Shop volunteers/staff and visitors are not permitted to have unsupervised contact with children.
- All adults in the building or grounds must behave in a manner consistent with safeguarding principles. Any concerning behaviour must be reported immediately.
- No photographs or videos of children may be taken by non-school personnel under any circumstances.

6. Safe Recruitment & Training

The Village Hall Committee and the Community Shop will ensure that all adults working or volunteering during school hours:

- Receive basic safeguarding awareness training.
- Are aware of procedures for recognising and reporting concerns.
- Undergo DBS checks where their role involves any potential contact with children or work during times of pupil presence.
- A register of volunteers and staff, including confirmation of checks and training, will be maintained.

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7. Emergency Procedures

- In the event of a safeguarding incident or emergency, school safeguarding policies and protocols will take precedence.
- Emergency contact details and safeguarding flow charts will be visibly displayed in shared areas and at key points on the grounds.
- All parties, including ground users, are expected to cooperate fully in any investigation and maintain clear records of incidents or concerns.

8. Review and Communication

This policy will be reviewed annually or in response to any incident, change in use of the Hall, or statutory guidance.

- A copy of the policy will be shared with:
 - The Village Hall Committee
 - The Primary School Headteacher (DSL)
 - The Community Shop Manager and volunteers
 - Regular user groups and stakeholders of the 7-acre grounds
- Termly liaison meetings will be held between the school, community shop, and Hall representatives to address ongoing concerns and ensure continued compliance.

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Review and Change History

Date	Comments	Approved by
20/06/2025	Version 2 Draft	Management Committee
03/09/2025	Version 2 - Added named DSL for the primary school	Alan Tychowski / H& S Officer