Fillingham Village Hall
Safeguarding Procedure
For Our Volunteers

We are committed to the welfare and safety of everyone using our hall, especially children and adults at risk.

1 Know the Policy
Safeguarding is everyone's responsibility.

2 If You Have a Concern...
Listen, stay calm and take it seriously.
Do not investigate or promise confidentiality.



3 Report It
Contact our Safeguarding Lead:
Yvonne Sunderland



4 Make a Note
Record what you have seen or been told, including dates and times.



5 If in Immediate Danger
Call **999**.



6 Be Aware

- Children must be accompanied by a responsible adult.
- Adults at risk should be treated with dignity and respect.
- Follow this procedure and ensure suitable arrangements are in place for your event.



Key Contacts (Lincolnshire)

- Children's safeguarding: **01522 782111**
- Adult safeguarding: **01522 782155**
- Out of hours: **01522 782333**
- Police: **999** (emergency) or **101**

Our Commitment
Review this procedure at least annually.

Fillingham Village Hall
Safeguarding Procedure
For Our Ticket Holders and the Public

Your safety and wellbeing are important to us.
We have a zero-tolerance approach to abuse.

Children
Children must be accompanied by a responsible adult.

Unaccompanied children will not be admitted.

Adults at Risk
You will be treated with dignity and respect.

If You Have a Concern...
- Tell our Safeguarding Lead: **Yvonne Sunderland.**
- You can also speak to any Committee Member.
- Do not keep concerns to yourself.
- Do not promise confidentiality or investigate.
- Make a note if possible (what, when, where).

If in Immediate Danger
Call **999.**

Local Contacts (Lincolnshire)
- Children's safeguarding: **01522 782111**
- Adult safeguarding: **01522 782155**
- Out of hours: **01522 782333**
- Police: **999** or **101**

Our Commitment
We want everyone to enjoy our village hall in a safe and welcoming environment.

Safeguarding is everyone's responsibility.