



MARCHINGTON VILLAGE HALL

SAFEGUARDING POLICY

1. Purpose

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

This policy defines how **Marchington 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.

This policy will apply to all staff, contractors and volunteers and will be used to support their work.

2. Definitions

Children and young people are defined as those persons aged under 18 years old.

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.

Adult at risk of abuse or neglect

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.

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.

Marchington Village Hall charity has a zero-tolerance approach to abuse.

Marchington 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.

Marchington Village Hall charity is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Marchington 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.

Marchington 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, 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 designated safeguarding person (DSP) is Stephanie Jane Coward (known as Jane). As safeguarding lead, she has completed the following training to fulfil this role:
 - Staffordshire E learning Level 1 Awareness: Safeguarding Children and Protecting them from abuse
 - Annual Safeguarding and PREVENT training with termly updates in accordance with professional obligations in education.Her contact details are:
Email address: Jane.coward2017@gmail.com
Phone number 07546 984295
In the event that the Designated Safeguarding Person is unavailable, the Deputy Safeguarding Person within our organisation is Peter Willmot.
His contact details are:
Email address: peter.willmot@yahoo.com
Phone number 07796 938090
- 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 **Marchington 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.
- J. The **Marchington Village Hall** management committee will carry out an annual review of this policy.

Date of latest review: 8th February 2024

Signed: *S. Jane Coward*
(Designated Safeguarding Person)

Date of next review: February 2025

Appendix A

(Declaration of Acceptance of Office)

Trustee Statement of Eligibility **

Name of Charity: Marchington Village Hall

Charity Registration No: 522696

Declaration by Charity Trustees

I have received and studied the governing document of the charity and support its purposes. I realise that as a member of the **Marchington Village Hall** committee, I am one of the organisation's managing or charity trustees, and I understand the duties and responsibilities as explained to me and indicated in the Charity Commission Leaflet CC3a: Responsibilities of Charity Trustees.

I am not under 18 years of age and am not disqualified from serving as a member of the committee, and in the event of my becoming disqualified, will take no further part in the affairs of the charity whilst such disqualification lasts.

Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you:
 - have an unspent conviction for one or more of the listed offences,
 - have an IVA, debt relief order and/or a bankruptcy order,
 - have been removed as a trustee in England, Scotland, or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
 - have been removed from being in the management or control of a body in Scotland (under relevant legislation)
 - have been disqualified by the Charity Commission or are a disqualified company director, are a designated person for the purposes of anti-terrorism legislation,
 - are on the sex offenders register or have been found in contempt of court for making (or causing to be made) a false statement,
 - have been found guilty of disobedience to an order or direction of the Charity Commission.

Name (please Print): PETER WILLMOT

Home Address: 20 JACKS LANE, MARCHINGTON, UTTOXETER, STAFFS.

Date of Birth: 04.03.1954

Date: 8.1.2024

Signature:



Name (please Print): ANDREW MANN

Home Address: 8 WINDMILL DRIVE, MARCHINGTON, UTTOXETER, STAFFS

Date of Birth: 20.01.1953

Date: 8.1.24

Signature:



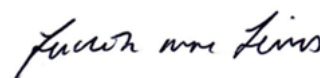
Name (please Print): JUDITH LEWIS

Home Address: 15 WOODLAND VIEWS, MARCHINGTON, STAFFS ST14 8NF

Date of Birth: 13.01.1957

Date: 8.1.24

Signature:



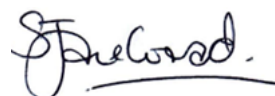
Name (please Print): STEPHANIE JANE COWARD

Home Address: 23 JACKS LANE, MARCHINGTON, STAFFORDSHIRE

Date of Birth: 22.09.1967

Date: 8.1.24

Signature:



Name (please Print): GERALDINE FLAVELL

Home Address: THE GRANGE, DRAYCOTT IN THE CLAY

Date of Birth: 13.05.1959

Date: 8.1.24

Signature:



Name (please Print): ANNE HARPER

Home Address: 4 WOODLAND VIEWS, MARCHINGTON, STAFFS ST14 8NF

Date of Birth: 23.11.54

Date: 8.1.24

Signature:



Name (please Print):

Home Address:

Date of Birth:

Date:

Signature:

Name (please Print):

Home Address:

Date of Birth:

Date:

Signature:

Name (please Print):

Home Address:

Date of Birth:

Date:

Signature:

** The Charity Commission Declaration of Eligibility and Responsibility can be found here

<https://www.gov.uk/government/publications/confirmation-of-charitytrustee-eligibility>

APPENDIX B



APPENDIX C

Reporting Procedures

Allegations against staff members/ volunteers:

If any member of staff has concerns about another member of staff or volunteer at **Marchington Village Hall** such as:

- believing they have behaved in a way that has harmed or may cause harm to a child
- having possibly committed a criminal offence against or relating to a child
- having behaved toward a child in a way that indicates he/ she is unsuitable to work with children. (This could include both children within the workplace, children within the community or their own children).

The allegation or concern should be reported to the manager with responsibility for dealing with allegations immediately. This is Jane Coward.

Neither the member of staff who has raised the concern/ allegation nor the member of staff who is alleged against should be allowed to question children or be part of any further investigation. The designated manager for **Marchington Village Hall** will report the matter to Staffordshire's Local Authority designated Officer (LADO) through

Staffordshire Children's Advice and Support (SCAS)

0300 111 8007

8.30am – 5.00pm Monday to Thursday

8.30am- 4.30pm Friday

Or

EDS (out of hours) Tel No. 0345 604 2886

Or email: eds.team.manager@staffordshire.gov.uk

Non-emergency – call Staffordshire Police on 101

The Staffordshire Children's Advice and Support Team will ensure that the matter is passed promptly to the Staffordshire LADO Duty Officer and assist in initiating any additional safeguarding activities.

This single referral point will provide a responsive and inclusive service, focus the advice and support where it is needed most and enable the team to continue to work effectively with partners.

If an allegation or concern arises about a member of staff, outside of their work with children, and this may present a risk or harm to a child/ren for which that member of staff is responsible, the general principles outlined in this policy will still apply.

Appendix D

Standard Conditions of Hire

Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.