

## **Yaxham Village Amenities Association**

### Safeguarding Policy – Annex 1

Named Safeguarding Person for 2022-2023:

Trustee Lorraine Varney email: [yaxhamvh@gmail.com](mailto:yaxhamvh@gmail.com)

#### **Procedures for Safeguarding**

1. Any Village Hall organised events/activities where unsupervised children, young people or vulnerable adults are present will have at least one committee member with appropriate experience, training, and full DBS check in attendance.
2. Groups and individuals hiring the hall are responsible for their own safeguarding arrangements. The Hall's responsibility is to ensure that anyone who runs events or activities specifically for Children, Young People or Vulnerable Adults have the appropriate levels of disclosure, supervision, and training.
3. Groups which serve the under 3, 3 – 5 and 5 – 11 age groups will follow the Ofsted guidelines for levels of supervision.  
<https://www.gov.uk/government/publications/ofsted-safeguarding-policy>
4. Attention is drawn to the Norfolk County Council guidelines which will be followed to ensure that all activities are suitably supervised, and how concerns may be reported. Children and young people: <https://www.norfolkscb.org/people-working-with-children>  
Vulnerable Adults: <https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern>
5. If any member of the committee or hall user has concerns about the behaviour or actions of anyone associated with the hall, they should immediately inform the Named Safeguarding Person or Chair of Trustees. Failure to share information could result in a ban from the hall. Anyone acting in an unsafe or unwise manner will be subject to referral to the relevant authorities, (see 1.7), and a similar ban according to a decision made by at least 3 Trustees.
6. If a disclosure is made to a hall user it will be recorded. Leading questions should not be asked but a clear factual record made of what has been disclosed. If a concern is noticed, (such as evidence of physical abuse, severe neglect, or distress), this should be reported in the same way as for disclosures. All referrers should follow the summary guidance:
  - Record the time and date
  - Don't promise to keep what you're told a secret
  - Tell the child or young person what you will do next
  - Don't make promises you cannot keep

7. All disclosures should be immediately reported to the Named Safeguarding Person for the relevant group who will in turn inform relevant authorities. Where appropriate, responsible adults (i.e., parents, guardians, and carers), will be informed unless such a disclosure would cause significant distress or threat to the individual making it. This decision will be made by the relevant safeguarding Named Safeguarding Person.
8. Confidentiality cannot be promised in any case where an individual may be in danger of any form of abuse. Abuse can include physical, sexual, emotional or neglect. This policy is fully supported by the trustees and will be monitored and reviewed annually.

The successful implementation of this policy depends on the awareness and commitment of all trustees and volunteers. Hence, all new staff/volunteers/trustees will be made aware of its existence and on joining the organisation and reminded they must conform with it on a regular basis.

### **Related policies and procedures**

1. This policy statement should be read alongside our organisational policies and procedures, these are available for inspection in Yaxham Village Hall, by email to yaxhamvh@gmail.com or at <http://www.yaxhamvillagehall.co.uk> or
2. Any concerns relating to these issues should be made to the Chair of Trustees at [yaxhamvh@gmail.com](mailto:yaxhamvh@gmail.com)

We are committed to reviewing our policy and good practice annually.

Date Policy Reviewed: September 2022

Next Review Date: September 2023

Signed: .....The Trustees.....

Date: 1<sup>st</sup> September 2022

Further advice and support can be found from the following sources:

[Equality Act Guidance](#)

Protection: [NSPCC](#) or call 0116 234 7223

NSPCC Child Protection Helpline – 0808 800 5000

[Disclosure and Barring Service](#)

[Vulnerable Adults Protection](#)

Action on Elder Abuse – helpline 0808 808 814