



## Policy for Safeguarding Children and Vulnerable Users

*'This Policy applies to activities in Allendale Village Hall  
and outside the Hall within the Recreation Ground and Bowling Green'*

### Contact details

**Designated person: Julie Humes**

**Tel: 01434 683147 Mob: 07837 090064 e-mail: [julie.humes91@gmail.com](mailto:julie.humes91@gmail.com)**

**Second named person; Margaret Stonehouse; [margaret@baynestravel.com](mailto:margaret@baynestravel.com)**

### Policy Statement

'The welfare and safety of all vulnerable users is paramount and is the responsibility of everyone. All AVH and RH Trustees, staff and volunteers have a duty to safeguard vulnerable users, and those who may come into contact with them. All vulnerable users have the right to protection from physical, sexual, emotional or psychological abuse, and any concerns will be responded to and dealt with promptly and effectively.'

This policy is in place to protect all vulnerable persons regardless of age, gender, ethnicity, disability, sexuality, religion or faith.'

### ***A definition of Vulnerable Users could include:***

- Children
- Young people
- Adults with learning difficulties, physical disabilities or mental health issues
- Frail, elderly people
- Carers

### Procedures

1. At first booking, all Hirers of AVH/RG will be issued with a copy of the Safeguarding Policy. Users must acknowledge that they have read and accepted its procedures as a condition of booking by signing and returning the attached proforma.
2. All User groups or organisations involving vulnerable users will also provide evidence of their own Safeguarding Policies before booking is confirmed.
3. Trustees will work to ensure that premises are safe for use by children and vulnerable adults, recognising that additional care is needed for small children, users with disabilities and those who may not be able to read notices.
4. Any concerns, however small, and including accusations made against staff, volunteers or trustees, will be reported in the first instance to the designated person, **Julie Humes**, or, if unavailable, (or for any reason not appropriate to do so) - the second named person, **Margaret Stonehouse** who will act appropriately. The designated person will keep records of concerns and any actions taken, referring to wider services when needed, as detailed below;



## Procedure to be followed in any cause for concern or disclosure of abuse:

<i>If you observe what you suspect to be a case of abuse, report your concerns directly to the designated person, or second named person.</i>
<i>If a child (or vulnerable adult) appears about to make a disclosure directly to you, reassure the person but explain as soon as possible that you cannot keep secrets if the disclosure indicates harm to anyone or a crime being committed. Deal with the person immediately. If the disclosure is what seems to you to be abuse, listen without judgment, do not express shock or an opinion; do not ask leading question, but reassure the child that they have done the right thing in telling someone. Avoid physical contact. Explain calmly that you will need to tell another adult, and report what you have been told to the designated person (or second named person) immediately.</i>
<i>In the case of an accusation against a volunteer, trustee or staff member, the same procedure applies; report to the designated person.</i>
<i>The designated person will report what you have told them to police, social services or NSPCC as appropriate.</i>
<i>Both of you should record what has happened in the Record kept securely for this purpose: dates; brief description; who informed</i>
<i>Be aware of context (e.g. necessary restraint of disabled person) and confidentiality (you should not discuss with anyone else)</i>
<i>Be aware of boundaries. Protect yourself from any risk of accusations by self-care; avoid being alone with a child, and communicate with words, not physical contact.</i>
<i>Monitor child/adult in future to assess action has been taken. DP may debrief.</i>

5. Trustees, volunteers and staff will receive a copy of the Policy and invited to attend basic training in Child and Vulnerable Adult Protection, including the handling of confidential information, so that they have confidence in their own knowledge and in the procedures in place.
6. No Trustee, volunteer or member of staff will have unsupervised access to children or vulnerable adults without appropriate training/DBS clearance
7. This policy will be reviewed and updated annually, currently by **Catherine Stirling Hill** (next review due June 2017)
8. A copy of the Policy will be on display in the Hall.

Policy supported by:



[www.voices-northumberland.org.uk](http://www.voices-northumberland.org.uk)



# ALLENDALE VILLAGE HALL & RECREATION GROUND

## To be completed by all Hirers

**Hirer/User Group:** \_\_\_\_\_

**Activity:** \_\_\_\_\_

**Dates and times of hire:** \_\_\_\_\_

I confirm that I have received and read the AVH&RG Policy for Safeguarding Children and Vulnerable Users, and that I agree these Conditions of Use.

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## To be completed by all User Groups and Organisations involving vulnerable users (see definition)

As a group or organisation providing activities for children and/or vulnerable adults, we confirm that :

- **We have an up to date Safeguarding Policy in place**  (TICK TO CONFIRM)
- **All necessary DBS checks are in place**  (TICK TO CONFIRM)
- **We include a copy of our Policy for your records**  (TICK TO CONFIRM)

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return the completed proforma to the Bookings Clerk with your Booking Form.

Thank you