Rotherwick Village Hall Safeguarding Policy v2 October 2026

Introduction
This policy applies to users of the Village Hall and a copy of the policy will be provided to all on request.

All Rotherwick Village Hall trustees, staff and volunteers have a duty to safeguard children, young people and adults at risk who use the Hall and those who may come into contact with them. New trustees, volunteers and staff must be made aware of this policy and understand their responsibilities.

They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a child or adult at risk, or concerns relating to discriminatory, financial or other abuse, neglect, exploitation or harm.

For the purposes of this policy:

- A **child** is anyone under the age of 18.
- An **adult at risk** is a person aged 18 or over who has needs for care and support and who may be unable to protect themselves from abuse or neglect.

This policy applies regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity.

Principles
The welfare of children and adults at risk is paramount and is the responsibility of everyone.
All children and adults at risk, without exception, have the right to protection from abuse, whether physical, verbal, sexual, emotional & psychological, domestic, online abuse, modern slavery, radicalisation, financial, discriminatory, bullying, exclusion or neglect.

Bullying, shouting, physical violence, sexism, racism or other discriminatory behaviour towards children and adults at risk will not be permitted or tolerated.

Policy Statement
1. Supervision
Trustees, helpers, volunteers and staff are not responsible for the supervision of children or adults at risk attending activities at the Hall unless they are acting on behalf of the organisation responsible for the activity.
Trustees, staff and volunteers should avoid situations where they are alone with a child or adult at risk unless this is unavoidable in an emergency.
The supervision of all groups remains the responsibility of the person, organisation or group hiring the Hall and signing the terms and conditions of booking.

2. Safeguarding Concerns
All suspicions, allegations or disclosures of abuse involving a child or adult at risk will be taken seriously and dealt with promptly and appropriately.
If a child or adult is believed to be in immediate danger, the Police should be contacted on 999.

Any allegation involving a trustee, volunteer or employee of the Village Hall shall be reported immediately to the Designated Safeguarding Lead and the Chair of the Management Committee. Advice will be sought from the relevant statutory agencies before any investigation is undertaken.

If a child or adult at risk makes a disclosure:

- Listen carefully and remain calm.
- Take what is said seriously.
- Do not promise confidentiality.
- Do not investigate the matter yourself.
- Make a written record as soon as possible.
- Report the concern to the Designated Safeguarding Lead without delay.

3. Safe Premises

The trustees will endeavour to keep the premises safe for use by all users, including children and adults at risk.

Any hazards affecting the safety of users should be reported to the Committee as soon as possible.

4. Responsibilities of Hirers

Any organisations or individuals hiring the Hall for activities involving children or adults at risk are responsible for safeguarding those in their care.

Organisations hiring the Hall for activities where Ofsted registration is required must provide evidence of their registration and their own safeguarding policy.

Safe recruitment processes should be used to appoint staff and volunteers who will be working with children or adults at risk.

Organisations must ensure that appropriate Disclosure and Barring Service (DBS) checks are obtained where required by law.

Organisations hiring the Hall for activities involving children will be asked to confirm that they have suitable safeguarding arrangements in place before the first booking commences.

Organisations hiring the Hall for activities specifically involving adults at risk will be asked to confirm that they have a suitable Safeguarding Adults Policy before the first booking commences.

Individuals hiring the Hall for private events involving children or adults at risk will be made aware of this policy and remain responsible for their supervision and welfare.

5. Policy Review

This policy and its procedures will be reviewed annually and updated as required.

6. Safeguarding Responsibilities

There will be a nominated Designated Safeguarding Lead (DSL) to whom any suspicions or concerns should be reported.

The nominated Designated Safeguarding Lead is:
Susan Scrutton

The Designated Safeguarding Lead will:

- Act as the first point of contact for safeguarding concerns.
- Know who to contact at the local authority and safeguarding agencies.

- Know who to contact in Children's Services and Adult Social Care for advice and referrals.
- Know about helplines and other sources of assistance for children, young people and adults at risk.
- Ensure that safeguarding concerns are referred appropriately.
- Promote an environment in which people feel able to raise safeguarding concerns.

A written record of any safeguarding concern, action taken and any referrals made will be kept securely and confidentially.

The Committee will also appoint a **Lead Trustee for Safeguarding**, who will have overall responsibility for safeguarding governance on behalf of the Village Hall Committee.

The nominated Lead Trustee for Safeguarding is:
Maureen Holdaway

The Lead Trustee for Safeguarding will:
- Champion safeguarding within the Committee.
- Ensure safeguarding remains under regular review by the Committee.
- Ensure this policy is reviewed annually and updated where necessary.
- Support the Designated Safeguarding Lead in fulfilling their responsibilities.
- Monitor compliance with safeguarding requirements contained within the Hall's hiring arrangements.
- Ensure safeguarding matters are reported to the Committee appropriately whilst maintaining confidentiality.

Confidentiality
Information relating to safeguarding concerns will be handled sensitively and shared only with those who need to know in order to protect children or adults at risk, and in accordance with applicable data protection legislation, including the UK GDPR and Data Protection Act 2018.

Legislative Framework
This policy is informed by:
- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Care Act 2014
- Children and Social Work Act 2017
- Domestic Abuse Act 2021
- Working Together to Safeguard Children (current statutory guidance)

Approved by: Rotherwick Village Hall Committee
Original approval date: 13 June 2018
Latest review date: 15 October 2026
Next review due: October 2027