**Digby War Memorial Hall Management Committee**

**Policy for Safeguarding Children and Vulnerable Adults**

**Policy Statement**

This policy demonstrates a commitment by the Digby War Memorial Hall Management Committee (hereinafter referred to as the Organisation) to safeguard children and vulnerable adults from any harm, in any capacity either as a trustee, a visitor, hirer or volunteer helping at or taking part in any production or event for which the Organisation is responsible. The essential inclusions of the policy are outlined below.

**Policy Details**

The Organisation operates in accordance with The Children Act 1989 and any subsequent amendments to the Act. The trustees intend to create an environment in which children and vulnerable adults are safe from abuse, in which any suspicions of abuse are promptly and appropriately responded to and all trustees and volunteers are aware of best practice guidance and standards expected of them.

**Principles**

* The welfare of children and vulnerable adults visiting or attending the Digby War Memorial Hall is paramount and concerns about abuse will be taken seriously.
* All children and vulnerable adults without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
* All trustees and volunteers will be made aware of these procedures.
* The policy is approved and endorsed by the Organisation.
* The person with responsibility for child protection and vulnerable adult abuse issues within the Organisation and nominated as the Officer for Safeguarding Vulnerable Children and Adults (Responsible Officer), is Mrs Caroline Wyness who will operate the Safeguarding Procedures.
* The policy applies to all members and volunteers to whom appropriate training will be given.
* All child protection / vulnerable adult concerns will be strictly confidential, and shared only with those who need to know.
* The Responsible Officer will be responsible for making a referral to Social Services, Police or NSPCC.
* Children and parents; vulnerable adults and / or parents / carers will be informed of the policy and procedures as appropriate.
* All concerns and allegations of abuse will be taken seriously by the trustees and volunteers and responded to appropriately – this may require a referral to children’s services, social services and in emergencies, the Police.
* A commitment to vetting membership and volunteer applications.
* The Organisation will keep the policy and its procedures under review, to ensure it reflects all relevant updated legislation and best practice guidance issued by relevant national and local government agencies.
* This policy will be underpinned by any relevant policies and procedures brought to its attention by the National Charities Commission with whom the Organisation is registered.
* Any observations which cause concern for a child or vulnerable adult (i.e. a distinct change in behaviour) should be recorded accurately, without comment or interpretation, dated and signed. If possible another person should witness the observation.
* Where an allegation is against a trustee or volunteer then the action that will be taken where the complaints procedure is not relevant is set out in the child and vulnerable adult safeguarding procedures.
* Always seek professional advice from the Safeguarding Team (Children’s Links / Social Services / Police) before taking any actions. The child’s / vulnerable adult’s welfare is paramount and any suspicions of abuse should be dealt with immediately.

This policy was adopted by the Digby War Memorial Hall Management Committee.

Signed on behalf of Management Committee by

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_SD Priestley*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

Review Date – Bi-annually and / or when changes occur in National Legislation or Procedures.

**Safeguarding Children and Vulnerable Adult Procedures**

Where abuse is suspected or allegations are made the following procedures should be followed:

**General Guidelines**

* All known abusers will not be welcome in the Hall.
* All committee members who supervise children / vulnerable adults will have an enhanced DBS check.
* All members will be made aware of their duty to report suspicions of abuse to the Responsible Officer.
* Anyone who has any concerns can approach the Responsible Officer who will deal with any suspicions or issues accordingly.
* Should any trustee deem it necessary they may contact Children’s Services, Social Services or the Police directly.
* All hirers should be made aware of the existence of these procedures.

**Should there be suspicions of abuse**

* Should there be any worrying changes in a child’s / vulnerable adult’s behaviour, appearance, physical or mental well-being then it should be recorded, including their name, address and date of birth along with details of the observations and who made them.
* These will be kept strictly confidential unless it is deemed necessary to pass them on to relevant organisations.
* Advice about concerns is available from Social Services / Lincolnshire Safeguarding Childrens Partnership by contacting:

LCC Children’s Customer Service Centre 01522 782111

LCC Adult Social Care 01522 782155

LCC Emergency Line (Out of Office Hours) 01522 782333

**Should there be an allegation made against a trustee or volunteer**

* Request this allegation in writing.
* This written allegation will then be passed on to the Responsible Officer.
* Advice should then be taken by the Responsible Officer from relevant organisations as to who should be informed (eg social services, the police, other committee members).
* Should the allegation be serious, the Organisation will then decide whether this person is to be allowed to continue their involvement with the Committee whilst investigations are carried out.
* Depending on the outcome of the investigation the member may be permanently excluded from being a trustee or volunteer.
* Should the allegation be against the Responsible Officer, the Committee shall nominate an appropriate alternative to deal with the allegation.

**Supporting Families**

* Where abuse at home is suspected the relevant Agencies will be informed and support offered to the family as appropriate.
* Should the parent / carer / family member to be found to be at fault then this person will be permanently excluded from the Organisation.
* The child / vulnerable adult will continue to be welcome provided there is another suitable adult to bring them to the Hall as appropriate.

These procedures were adopted by the Digby War Memorial Hall Management Committee.

Signed on behalf of Management Committee by

\_\_\_\_\_\_\_\_\_\_\_\_\_*SD Priestley*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

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