



# Cliddesden Village Hall

## Safeguarding Policy

### Policy and Statement of Intent

Cliddesden Village Hall (“the Hall”) is committed to safeguarding the welfare of children, young people and adults at risk of harm and has developed this policy to support staff in ensuring this commitment.

It is the Hall’s responsibility to promote the safeguarding of children, young people, and adults at risk of harm. In following the policy, we are expected to maintain a sense of proportion, apply common sense to situations and safeguard the welfare of these vulnerable groups as a priority.

It is also the Hall’s duty to ensure that, as far as practicable, no one working on behalf of the Hall’s Management Committee is ever placed in situations where abuse might be alleged. It is not intended that the policy should restrict the Hall’s employees or volunteers from normal ways of working, but that employees and volunteers always need to consider how their actions or activities may be perceived as opposed to how they were intended.

### Review

Policy Adopted On: 26<sup>th</sup> January 2016

Last Review: June 2023

Next Review Due: June 2025

This policy will be reviewed every two years or sooner if required by legislative changes.

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## 1. Scope of Policy

1. This policy affects **every** employee, volunteer, anyone working on behalf of the Hall as we all have a duty to safeguard and promote the welfare of children, young people, and adults at risk of harm.
2. Two Designated Safeguarding Contacts (DSCs) will act as the central point of contact for the Hall. These DSCs will be responsible for the reporting of concerns of abuse and will contact the statutory agencies at the appropriate authority to establish whether they consider that they need to intervene and/or investigate, in accordance with the reporting procedures. The two DSCs will be Disclosure and Barring Service (DBS) checked.

DBS checks do not have an official expiry date. This is because the information is only completely accurate at the time the certificate is issued.

The Management Committee have agreed that a new DBS check will be required every five years for a DSC who continues in the role for the Hall.

If any incident occurs which could compromise or impact on the continuation of a DSC in that role, advice would be sought from investigating authorities (Police/Social Services) as to whether the DBS needed to be notified.

3. It is important that the committee ensures that everyone recognises their responsibilities and refers to this policy.

Safeguarding will be a standard agenda item for Trustees at their Management Committee meetings.

4. For the purposes of this policy, the Hall recognises that:
  - the term 'children' refers to anyone under 18 years of age and 'adult at risk of harm' or 'adult at risk' refers to people who are at risk or susceptible to being physically or emotionally hurt
  - unless specifically stated to the contrary, the reference 'child' and 'children' will include adults at risk of harm
  - the term 'staff' refers to all full and part-time employees, volunteers, and anyone working on behalf of the Hall
  - the term 'parent' is used as a generic term to represent parents, carers and guardians
  - the term 'Hall' refers to Cliddesden Millennium Village Hall
  - the terms 'Management Committee' and 'Committee' refer to the Hall's Management Committee of Trustees
  - all children, young people, and adults at risk of harm irrespective of their age, faith and belief, class, disability, culture, ethnicity, gender, or sexual preference, have the right to be protected from abuse
  - Vulnerable adults, also known as adults at risk of harm or adults at risk, as defined by section 59 of the Safeguarding Vulnerable Groups Act 2006 and/or those persons who by reason of mental or other disability, age or illness are or may be unable to take care of themselves or are or may be unable to protect themselves against significant harm or exploitation.

- 1.5 The Hall has a legal and moral responsibility to ensure the highest possible care for children, young people and adults at risk of harm who use their services and those of partner organisations and user groups. This policy will help staff take all reasonable steps to prevent any harm to individuals in its care. It will also protect staff, volunteers and from allegations of abuse.

- 1.6 All staff are expected to follow the protection procedures contained within this policy.

## 2. Statement of Responsibilities

- 2.1 The Committee has a duty to safeguard and promote the welfare of any child, young person and adult at risk of harm involved in any activity associated with the Hall. The Hall will endeavour to achieve this by:
- ensuring all staff are recruited following recommended procedures
  - ensuring, through appropriate supervision and training, that all staff are provided with effective management in relation to safeguarding cases
  - ensuring that all staff coming into regular contact with children, young people and adults at risk of harm are Disclosure and Barring Service (DBS) checked
  - providing clear procedures and good communication to staff relating to voicing concerns to any of the Hall's officials or DSCs and lodging complaints about issues they may feel unhappy or unsure about with regards to themselves, the hirers, contractors, or anyone they come into contact with at the Hall.
  - sharing information relating to issues of concern with the appropriate agencies, and involving parents, carers and vulnerable groups
  - adopting Dos and Don'ts for employees and volunteers
  - promoting protection issues to user groups and partner agencies by drawing attention to this Policy and making it available on-line.

## 3. Definitions of Child Abuse

- 3.1 The definitions immediately below are based on those from Working Together to Safeguard Children (Department of Health, Home Office, Department of Education and Employment, 1999). They are intended to ensure that all staff have a comprehensive understanding of their responsibilities when working with children, young people and adults at risk of harm. They should allow staff to recognise signs and symptoms of abuse.
- 3.2 It is generally accepted that there are four main categories of abuse, although this is not limited.
- a Physical Abuse
- Physical abuse can involve the actual, or likely, physical injury to a child from actions such as hitting, burning, shaking, throwing, and suffocating. It can also be the deliberate poisoning of a child, whose symptoms or physical signs have been secretly induced by a parent or carer. This is known as fabricated illness. It is sometimes difficult to spot non-accidental injuries, as most cuts and bruises are part and parcel of everyday life.
- b Sexual Abuse
- Sexual abuse involves another person enticing a child to take part in sexual activities to which the child cannot give their consent because of their dependency on adults. This can include direct actions and penetrative acts. Indirect actions can include showing a child pornographic material, inappropriate exposure, encouraging children to behave in sexually inappropriate ways or engaging in sexualised conversations or using inappropriate sexual language or jokes.
- c Emotional Abuse
- Emotional abuse can involve cases where the parent/carer shows a persistent lack of affection and/or basic emotional care. Emotional abuse can have a severe impact on the child's behaviour and/or physical development. A child may be constantly threatened, taunted, or shouted at, leading to the child becoming withdrawn and nervous. This can also result from excessive over-protection and unrealistic pressure to succeed. However, some children are naturally shy and withdrawn, and it is important not to confuse this with abuse.

d Neglect

Neglect is the failure to meet a child's basic physical and/or psychological needs, including failure to protect the child from any danger, such as cold or starvation. This can result in a significant impairment in a child's health or development. Neglect can also involve children being left unsupervised or unattended.

## 4. Reporting Procedures

(See Flow Chart in Appendix 2)

4.1 If a child or adult at risk of harm makes any disclosure of abuse, you must report it to a DSC (the Hall designated Designated Safeguarding Contact) at the earliest opportunity (Contact details can be found on Appendix 1). If you cannot contact them within 24 hours you must contact:

- Children's Services

Tel: **0300 555 1384** Monday – Friday, 9.00am – 5:00pm

Tel: **0300 555 1373** Out of hours (including weekends and bank holidays)

email: children.services@hants.gov.uk

- Adult Services

Tel: **0300 555 1386** Monday – Friday, 9.00am – 5:00pm

Tel: **0300 555 1373** Out of hours (including weekends and bank holidays)

email: adult.services@hants.gov.uk

- If you believe the child or adult at risk of harm is in immediate danger: 999

4.1.1 Disclosure can be defined as either full or partial:

- Full disclosure is where a child or adult at risk of harm gives you the whole story of what is happening to them including the name of the abuser/s.
- Partial disclosure is where a child or adult at risk of harm tells you only that 'something' is happening to them. They may not say who or what and may not say any more.

4.1.2 During a disclosure:

- An attempt must be made to gain informed consent to share information if the child or adult at risk of harm the capacity to give it and will not be at risk of harm for doing so.
- The child or adult at risk of harm be made aware of the need to pass on any information they tell you, and that 'secrets' cannot be kept.
- Leading questions should not be asked. You should try to ensure the disclosure area is kept confidential, and it is not possible for anyone else to hear.
- While the child or adult at risk of harm is disclosing information, you should continue to reassure them that they are doing the right thing.
- At an appropriate time, tell the child or adult at risk of harm what you will do with the information, and who it will be shared with.

4.1.3 Directly after a disclosure:

- Record the full conversation on the Safeguarding Incident Report Form (Appendix 3), detailing as much as possible of what the child said, and their behaviour whilst disclosing.

- Only language used by the child or adult at risk of harm should be used, and assumptions in your own words should not be made.
  - Ensure that the form is signed and dated, passed to the appropriate agency within 48 hours.
  - Inform the Charity Commission immediately of any incident using an online form on their website.
- 4.1.4 Any contact with Children's Services, Social Services or any other agency, either direct or via the DSC, must be followed up in writing by completing the Safeguarding Incident Report Form (Appendix 3) within 48 hours. A social worker from the relevant agency will assess the information, to determine whether a formal investigation should commence, and may contact you directly for further information.
- 4.2 Procedures to follow in the event of suspicion of abuse of a child:
- 4.2.1 Suspicions of any form of abuse or concerns about a child should be discussed with the DSC and recorded on the Safeguarding Incident Report Form (Appendix 3). If it is considered that the child is in need or at risk, the designated DSC will refer the matter to the relevant agency.
- 4.2.2 In some cases, it may be more appropriate to discuss the issues with the parent/carer prior to making a referral. For example, if the abuse is bullying by another member of the group. The relevant agency should only be contacted after this discussion, if explanations differ from that of the child, or abuse is suspected. The parent/carer must not be approached if they are the suspected abuser. If the matter is discussed with a parent (or another adult if there is suspicion that contact with the parent could lead to harm to the child), the Safeguarding Incident Report Form must be signed by the parent or the second adult.
- 4.2.3 On receipt of the Safeguarding Incident Report Form, a social worker will assess the information, to determine whether a formal investigation should commence. The social worker will contact the reporting officer directly for further information.
- 4.2.4 An allegation of child abuse or neglect may lead to a criminal investigation; an employee should not do anything that may jeopardise a police investigation such as asking a child leading questions or attempting to investigate the allegations of abuse.
- 4.3 Procedures to follow in the event of injuries to a child occurring at home:
- 4.3.1 If a child or adult at risk of harm with whom you have contact through the course of your work sustains an injury at home, such as bruising or a broken limb, enquire gently how it happened. Leading questions must not be asked, and all responses must be recorded on the Safeguarding Incident Report Form (Appendix 3). Concerns about the injury must be discussed with the DSC and if it is considered that the child is in need, or at risk, the DSC will refer the matter to relevant agency.
- 4.3.2 On receipt of the Safeguarding Incident Report Form, a social worker will assess the information to determine whether a formal investigation should commence. The social worker will contact the reporting officer directly for further information.
- 4.3.3 An allegation of child abuse or neglect may lead to a criminal investigation; an employee should not do anything that may jeopardise a police investigation such as asking a child leading questions or attempting to investigate the allegations of abuse.
- 4.4 Domestic Abuse:
- If a child, young person, or adult at risk of harm discloses an incident of domestic abuse at home, advice must be sought from the DSC who will follow the procedure in 4.1.
- 4.5 Procedures to follow in the event of an allegation made against a staff member:

4.5.1 Anyone who suspects that a colleague may be abusing children, young people or adults at risk of harm must act on their suspicions immediately. Action must also be taken if it is felt that the staff member is not following the code of conduct as set out in this document. This will not only protect vulnerable groups but also colleagues from false accusations.

4.5.2 If you have concerns about the behaviour or conduct of a member of staff or other adult working on behalf of the Committee:

- it must be treated in the strictest confidence
- the details must be recorded immediately, and the information discussed with the DSC
- if necessary, appropriate action must be taken to remove the child, or any other children, young person, or adult at risk of harm from immediate danger. This could mean, in serious cases, (in consultation with the DSC) asking the employee to go home whilst an investigation is conducted\*
- the DSC will investigate whether the allegation is due to poor practice in delivery of the service (ie the principles of the policies have not been applied in the planning and delivery of services) or whether there is deliberate non-compliance by the employee with regard to the approved policies and procedures
- if poor practice in the delivery of services is highlighted, the DSC for the Committee will be responsible for improving procedures
- if the matter relates to deliberate non-compliance, the Committee and DSC will decide the next course of action
- If an allegation is made about the one of the designated DSCs, then the relevant person to inform will be the second DSC with the above procedures followed.

\*If it is deemed necessary to suspend an employee it is essential to follow the guidance given under the Disciplinary and Dismissal Guidance Notes on suspension.

#### 4.6 Confidentiality

4.6.1 The rights of a child, young person, or adult at risk of harm to be protected from harm is paramount. If the needs of the child outweigh the need for confidentiality then the need of the child, young person or adult at risk of harm takes precedence.

4.6.2 However, where an allegation is made, and whilst it is being investigated, every effort should be made to ensure confidentiality is maintained for all concerned.

#### 4.7 Recording

4.7.1 In all situations, whether a disclosure has been made or a suspicion has arisen, it is vitally important to record all details of the allegation or reported incident. The Safeguarding Incident Report Form must be used for making the initial report.

An accurate note must be made of:

- the date and time of the disclosure and incident
- the parties involved
- what was said and done by whom
- the full name of the person(s) reporting, and to whom it was reported
- Signed by the person making the report and any parents or adults that the incident was discussed with.

4.7.2 Once the concern has been reported, a record must be made of any subsequent action:

- any actions taken by the Committee and the DSC to investigate the matter further
- any further action, for example, suspension of a worker
- where relevant, the reasons why no referral was made.

4.7.3 The Safeguarding Incident Report Form and any other documents containing confidential information, must be stored securely indefinitely and only shared with those who need to know. This information will be stored securely in line with the Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) and the Hall's Privacy Policy.

These procedures protect not only the child, young people, and adults at risk of harm, but also staff. Good record-keeping in this area is of vital importance and cannot be over-stressed.

## 5. Dos and Don'ts

These Dos and Don'ts are not only designed to safeguard children, young people, and other vulnerable groups but also to protect staff from positions where false allegations can be made.

In the course of their day-to-day work on behalf of the Hall, the Hall staff will:

1. be professional, use their professional judgement and common sense, and always maintain the highest standards of personal behaviour
2. ensure all activities undertaken involving any risk to children, young people or adults at risk of harm are properly risk assessed and appropriate control measures recorded and implemented
3. always work with a minimum of two adults present whenever practically possible. Consideration must be given to mixed gender teams
4. avoid where possible one-to-one meetings with a child, if this cannot be avoided ensure you are within hearing or sight of others
5. treat all children, young people, and adults at risk of harm with respect
6. respect the child's right to privacy
7. consider placing distance, including a physical barrier (eg) coat/handbag, between themselves and the child/young person/adult at risk of harm
8. keep the child's needs first and the outcomes second
9. publicise that photos will be taken at public events for publicity purposes
10. obtain written consent when children are to participate in supervised activities and events without the presence of the parents or guardian
11. recognise the trust placed in adults by children and adults at risk of harm and recognise the power held over children and adults at risk of harm by adults. Treat this trust and power with the highest responsibility

In the course of their day-to-day work, Hall staff who are acting on behalf of the Committee will NOT:

1. have inappropriate physical / verbal contact with children, young people and adults at risk of harm
2. make sexually suggestive comments even in jest
3. show favouritism
4. allow bullying
5. make derogatory remarks or gestures in front of children

6. transport or offer to transport a child unless consent has been given by their parent and or guardian
7. engage in physical intervention unless in emergency situations, where, if personnel did not intervene there would be a real or actual risk to others
8. discriminate against a child because of their age, gender, disability, culture, language, racial origins, religious belief, or sexual identity
9. be under the influence of drink, drugs, or any illegal substance
10. engage in sexually provocative or rough physical games
11. allow children to use inappropriate language unchallenged
12. let allegations a child or adult at risk of harm makes be ignored or go unrecorded
13. do things of a personal nature for a child that they can do themselves
14. enter a house when a child is alone
15. arrange to meet with a child outside of the Hall's work, unless you have full consent of the child's parent/ guardian
16. take any action that may be considered inappropriate by the child, its parents or careers, or professional staff

## 6. Recruitment and Training for Staff

### 6.1 Recruitment

All staff, who work directly with children, young people or adults at risk of harm or may come into regular contact with children, young people or adults at risk of harm during the course of the work, must have:

- a Disclosure and Barring Service (DBS) check
- their experience of working or contact with children fully explored, prior to appointment (paid employees only)
- two references obtained from people who have had experience of the applicant's work (paid or voluntary) with children (paid employees only)
- training in recognising the signs of child abuse, in reporting procedures, and in good working practice.

### 6.2 Training

The Committee recognises that it has a commitment to ensure that all staff have a clear understanding of their roles and responsibilities when working with children, young people, and adults at risk of harm . The training process will help staff to:

- understand the potential risks to themselves, and ensure good practice is always adhered to
- recognise signs of improper behaviour from other staff, and take appropriate action
- be able to recognise the different signs of abuse, and what appropriate course of action should be taken in these circumstances.

All staff working directly with children will receive child protection awareness training (if none previously undertaken and date recorded) and this will be recorded on completion.

There is no legal requirement or time limit for child protection awareness training to be renewed as every situation requires a different level of training. However, it is important for staff working directly with children and the Hall's DSCs to keep up to date with any new information. It also reinforces the Hall's duty of care towards its users.



Therefore, the Hall's DSCs will renew their training when they renew their DBS checks, every 5 years.

### 6.3 User Groups of the Hall

If new user groups (outside of the Hall) book the use of the Hall to provide a service for children, young people or vulnerable groups, the Hall will ask to see and take copies of their insurances etc. and make a copy of the DBS number of anyone working with the children, young people or vulnerable group.

If self-employed, such a Hirer can only request a 'basic disclosure' check via the Disclosure and Barring Service (DBS). If they are eligible for a Standard or Enhanced DBS check, they will have to ask the organisation that wishes to contract their services to apply for their check.

User groups which are affiliated to an 'umbrella' organization such as Brownies, Messy Church, a National Association or Society (eg. National Association of Teachers of Dancing) will be asked to confirm that appropriate DBS checks have taken place.

## Appendix 1

### Useful Contacts

On receipt of notification of a concern from an employee/volunteer, the Hall DSC will initiate contact with the relevant statutory agencies who will take on the responsibility for any investigation and actions to ensure the wellbeing of the child. The allocated social worker from the relevant agency will contact the referring officer for further information, as necessary.

**In the event of an emergency always dial 999.**

- **Cliddesden Millennium Village Hall Designated Safeguarding Contacts**

Julie James Tel: 01256 363753

Sian Banks Tel: 01256 333151

- **Hampshire Children's Services**

Tel: 0300 555 1384 Monday – Friday, 9.00am-5.00pm

0300 555 1373 Out of hours (all through the night, at weekends, Bank holidays)

Email: [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk)

- **Hampshire Adult Services**

Tel: 0300 555 1386 Monday – Friday, 9.00am-5.00pm

0300 555 1373 Out of hours (all through the night, at weekends, Bank holidays)

Email: [adult.services@hants.gov.uk](mailto:adult.services@hants.gov.uk)

- **Hampshire Constabulary (police)**

(Basingstoke area) 01962 841534

**Emergency Tel: 999**

- **NSPCC**

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Child Protection Helpline – Tel: 0808 800 5000

- **Basingstoke Voluntary Action (DBS checks)**

BVA offer Disclosure and Barring Clinics to local organisations. These are held at the Orchard building in White Hart Lane, Basingstoke, RG21 4AF. Tel: 01256 423816 or <https://www.bvaction.org.uk/dbs-booking/>

- **Disclosure and Disbarring Service**

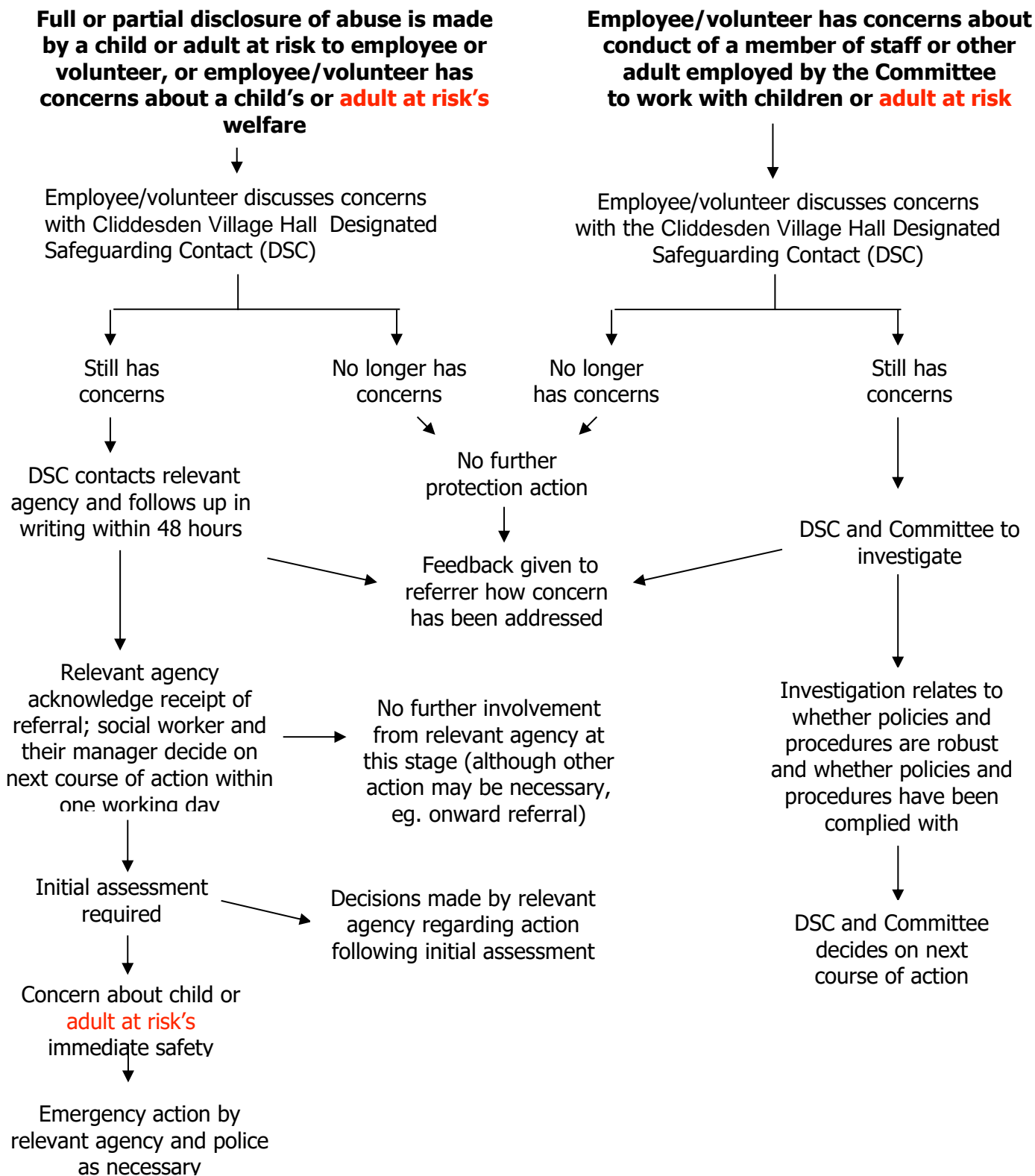
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

<https://www.gov.uk/dbupdate-service>

## Appendix 2

### Flow Chart For Referral

(Adapted from source: What To Do If You're Worried A Child Is Being Abused, DH et al, 2003)



## Appendix 3

### Safeguarding Incident Report Form (Page 1 of 2)

*All information will be treated in accordance with the Data Protection Act*

Incident Date:

Incident Time:

Reported Date:

Reported Time:

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Name of child/adult:

Age:

Date of birth:

Male/Female\*

Address:

Postcode:

Telephone:

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Name of parent/carer:

Address (if different from above):

Postcode:

Telephone (if different from above):

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Has a disclosure been made, or are you reporting your own concerns? Give details:

Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents:

\* delete as necessary

## Safeguarding Incident Report Form (Page 2 of 2)

Any physical, behavioural or indirect signs?

Have you spoken to the child/adult at risk? If so, what was said?

Have you spoken to a parent/carer? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Have you consulted anybody else? Give details.

If you need to provide further information, please indicate here how many additional sheets accompany this form:

Your name and position:

Signature:

Date:

Signature of parent or adult if discussion had with them:

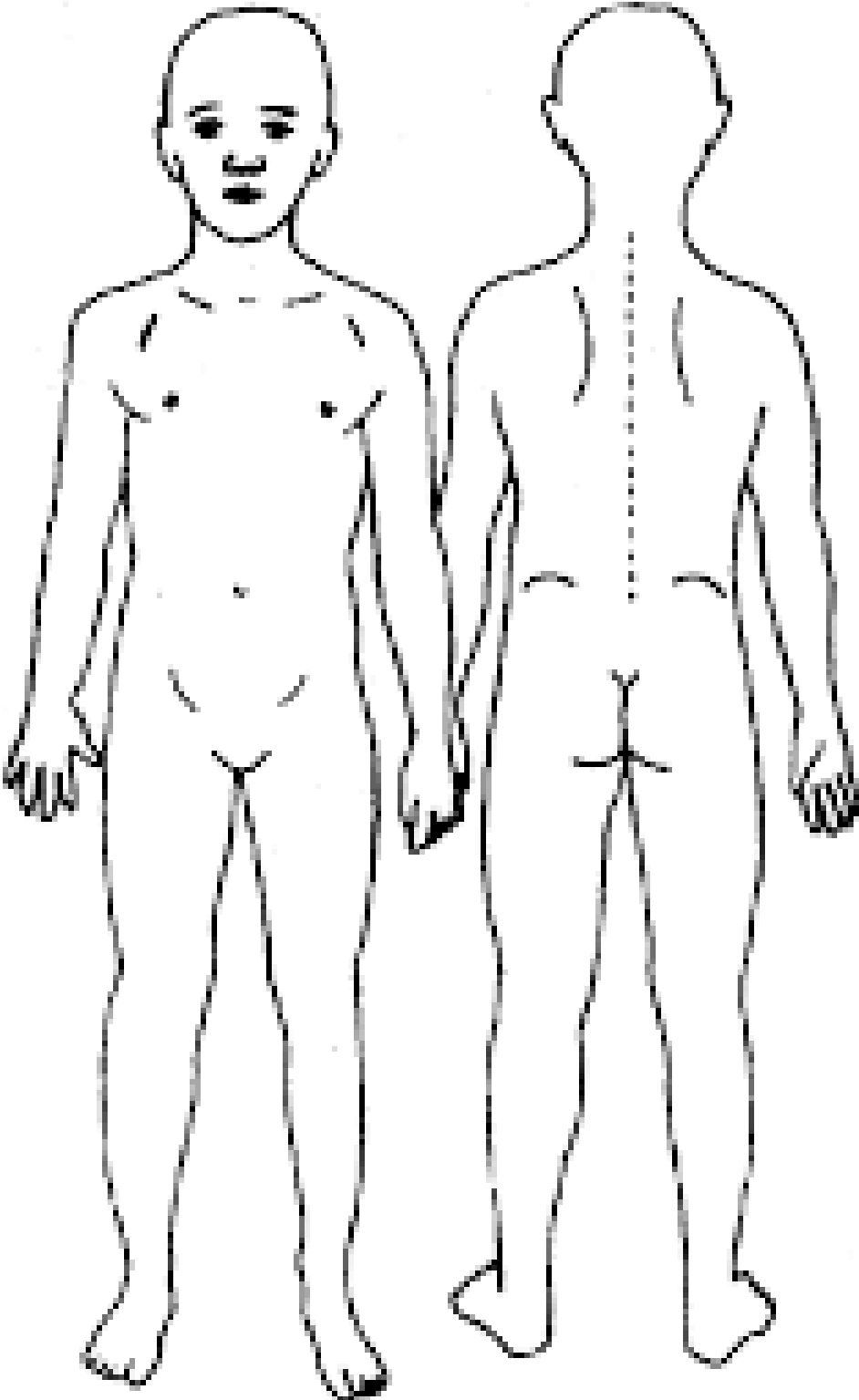
Date:

To whom reported and date:

**This form must now be given to the Hall Designated Safeguarding Contact in a sealed envelope marked 'Confidential'.**

**Appendix 4**

**Body Map for use with Safeguarding Incident Report Form**



## **Appendix 5**

### **Declaration**

Cliddesden Millennium Village Hall is fully committed to safeguarding the wellbeing of all children, young people and other vulnerable groups involved in any activity provided by, or associated with the Management Committee, by protecting them from neglect, physical, sexual and emotional harm or any other form of abuse.

By being aware of this policy, I am supporting the Management Committee's intention to provide a safe and secure environment for children, young people and adults at risk of harm in our care, and those we come into contact with.

**In my role as employee or volunteer of the Hall, I confirm I have read and understood the Safeguarding Policy and Procedures.**

Signed:

Date:

Name (Please print):

Position in organisation:



# Cliddesden Millennium Village Hall

Church Lane, Cliddesden, Hampshire RG25 2JQ

## Safeguarding Statement

It is the policy of the Hall that no-one shall work with children and young people who:

- has been convicted of or has received a formal police caution concerning an offence against children as listed in the Children Act 2004; or
- has been convicted of or has received a formal police caution concerning sexual offences against children, young people and adults at risk of harm

This means that:

- all who work with children, young people and adults at risk of harm under the auspices of the Hall will be required to be checked through the Disclosure and Barring Service (DBS), and are expected at all times to conform with good practice in their work; and
- those responsible for the appointment of such workers must take all reasonable steps, including obtaining Disclosures from the Disclosure and Barring Service (DBS), to ensure that persons who have been convicted or have received a formal police caution concerning sexual offences against children, young people and adults at risk of harm shall not undertake work with children, young people and adults at risk of harm under the auspices of the Hall.

A copy of the full Safeguarding Policy for the Hall is available on request.

This Statement will be displayed for the information of the general public.

Registered Charity No: 257526

CVH Safeguarding Policy Rev 2.4 (Jul 2023)