

# CATTON VILLAGE HALL SAFEGUARDING POLICY

## 1. Terminology

1.1 "We", "Us", "Our" or "the Trustees" – Catton Village Hall Management Committee

1.2 "The Hall" - Catton Village Hall.

1.3 "Duty Holder" – as defined in 5.1 below.

1.3 "DST" - Designated Safeguarding Trustee – Jeremy Rea, 2 Main Street, High Catton, YO41 1EQ 07710 416284 [hello@cattonvillagehall.co.uk](mailto:hello@cattonvillagehall.co.uk)

## 2. Safeguarding People from Harm

2.1 As an element of Our over-arching health and safety duty We recognise Our responsibility to take reasonable care to protect and safeguard all people who work or volunteer with Us or who use the Hall and its facilities from harmful behaviour by any other person connected with the Hall or its use. We make clear that this is central to our culture.

2.2 We recognise that the concept of harmful behaviour is far reaching and that We need to be alert to recognise, challenge (where appropriate to do so) and report all forms of such behaviour.

2.3 We will not tolerate any form of abusive or otherwise harmful behaviour.

## 3. Harmful behaviour

3.1 We recognise that there are many forms of abusive and harmful behaviour including but not limited to:-

- a) Physical abuse and neglect;
- b) Sexual abuse;
- c) Emotional and Psychological abuse;
- d) Verbal abuse;
- e) Bullying and harassment;
- f) Discrimination that is unlawful under the Equality Act 2010;
- g) Radicalisation;
- h) Financial.

## 4. Vulnerable People

4.1 We recognise that children (those under the age of 18) and adults with need for care and support are unable to protect themselves from the risk or experience of abuse or neglect (including self-neglect) and are especially vulnerable to harm.

4.2 In relation to any activity in the Hall where any person is engaged in the provision of regulated activity within the meaning of the Safeguarding Vulnerable Groups Act 2006 (as amended) in relation to children who are unaccompanied by a parent or carer We

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require that person provide to Us a copy of their Safeguarding Policy and evidence that appropriate checks have been carried out through the Disclosure and Barring Service.

## **5. Duty Holders and Responsibilities**

5.1 The Trustees as the collective governing body, individual trustees, all who work with Us as employees or volunteers, and all users of the Hall have a responsibility to understand and follow this Policy in order that we may mitigate the risk of harmful behaviour in connection with the operation of the Hall.

5.2 If any Duty Holder considers that any person is at immediate risk of serious harm they should contact the Police by calling 999.

5.3 If any Duty Holder considers that a child has or may be likely to suffer significant harm they should contact Social Services Safeguarding and Partnership Hub (SaPH) on 01482 395500 (Office hours) or the Children's Emergency Team on 01482 393939 (outside Office hours). They should also report to Us following the procedure in 5.5 below.

5.4 If any Duty Holder considers that vulnerable adult is being abused or is at risk of abuse they should contact Social Services Safeguarding Adults Team on 01482 396940 (Office hours) or the Emergency Team on 01377 241273 (outside Office hours). The Duty Holder should also report to Us following the procedure in 5.5 below.

5.5 If any Duty Holder:-

- a) Receives a report or information from another person about harmful conduct or behaviour by any person connected with the Hall or its use to another; or
- b) Witnesses harmful conduct or behaviour by any person connected with the Hall or its use to another; or
- c) Has a concern about a potential risk of harm to any person, especially a vulnerable person, posed by any other person connected with the Hall or its use;

they must immediately report that concern to the Designated Safeguarding Trustee. Any verbal report should be confirmed by a written report, preferably by email.

5.6 Duty Holders should not ignore harm and should have confidence that their concerns will be carefully considered and responded to.

## **6. The DST's Responsibilities**

6.1 The DST is responsible for:-

- a) the timely investigation of any report or complaint made to him or her and for taking action after approval by Us (save where the situation demands an immediate response to avoid serious further harm) that is consistent with the principles set out in this Policy.
- b) such action may include the making of a report or referral, where appropriate, to relevant agencies, such as the Police or Social Services.

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6.2 the keeping of a record of all reports and complaints, with a summary of any investigation and action taken, which will be stored electronically in a secure manner.

## **7. Review of this Policy**

7.1 We shall consider no less frequently than annually whether this Policy should be amended.