

# South Hill Parish Hall

## Policy for Safeguarding Children, Young People and Vulnerable Adults

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### 1. Introduction and Context

- 1.1 South Hill Parish Hall strives to provide a safe and secure venue for a range of services, activities, and events that can be accessed by all members of the local and neighbouring communities. The Committee recognises the importance of ensuring the safeguarding of children, young adults, vulnerable adults and the welfare of all hall users, and makes all efforts to ensure the groups using the hall do this.
- 1.2 The relevant authority is [Cornwall Council](#).
- 1.3 This policy should be followed by all who book the hall for activities, including groups, individuals and Committee members who run events or activities on behalf of the Hall.
- 1.4 In all cases children, young people under 18 and vulnerable adults must be accompanied by an adult (a parent or carer), who will take responsibility for them.
- 1.5 Group leaders, individuals and the Committee must ensure that they are fully conversant with and follow the Government and Cornwall Council current expectations and recommendations for safeguarding.
- 1.6 For hall run events the named Safeguarding Person is appointed by the Committee. For hiring groups' the group leader has the responsibility for ensuring that safeguarding arrangements and policy are in place and that a safeguarding person is nominated for the group.  
Both the committee and group leaders need to ensure that their policies and procedures are current and fit for purpose.

### 2. Procedures for Safeguarding

- 2.1 The Parish Hall's hire Terms and Conditions and their organised events/activities do not allow unsupervised children, young people or vulnerable adults to be present without a parent or carer.
- 2.2 The hall may not be hired by anyone under 18 years of age.
- 2.3 Hire of the hall shall not be shared, where the first group includes Children, Young People or Vulnerable Adults.
- 2.4 The hall Terms and Conditions of hire require group leaders to agree they will adhere to set guidelines for the supervision of children of specific ages. In addition, it is the responsibility of the group leader to ensure they follow e.g., Cornwall Council guidelines to ensure that all activities are suitably supervised.
- 2.5 If any member of a group, the committee or a hall user has concerns about the behaviour or actions of anyone associated with the hall, they should immediately inform the named

hall safeguarding person [hallsarah@south-hill.co.uk](mailto:hallsarah@south-hill.co.uk) or the hall committee chairperson [hallchair@south-hill.co.uk](mailto:hallchair@south-hill.co.uk).

Anyone acting in an unsafe or inappropriate manner will be subject to referral to the relevant authorities, and such behaviour could result in a ban from the hall.

- 2.6 If a disclosure is made to an individual, they must immediately bring it to the attention of the group safeguarding person / group leader, hall safeguarding person, in all cases. It is the individuals' responsibility to ensure the disclosure is properly recorded. Leading questions should not be asked but a clear factual record made of what has been disclosed.

If a concern is noticed, (such as evidence of physical abuse, severe neglect, or distress), this should be reported in the same way as for disclosures.

All referrers should follow the summary guidance:

- Record the time and date
- Record the exact wording from the child or young person
- Don't promise to keep what you're told a secret
- Tell the child or young person what you will do next
- Don't make promises you cannot keep and do not promise not to share the information with others on a need to know basis.

- 2.7 All disclosures and concerns should be immediately reported to the relevant authorities at Cornwall Council and group leaders should follow their guidance for immediate and ongoing action.

- 2.8 Any individual making a referral will be protected by the Committee under whistle blowing procedures below.

Similarly, if the individual making the referral feels that insufficient action/follow up has taken place they may inform the Committee or the relevant authorities themselves, without fear of repercussions.

### **3. Recruitment and Selection of Paid Staff and Volunteers**

- 3.1 Currently the Hall does not employ staff. The cleaner does not have contact with any groups or individuals using the hall and consequently does not need a DBS check. If this changes, this will be assessed, and any checks carried out accordingly.

### **4. Code of Behaviour for Volunteers**

- 4.1 Safeguarding of all hall users is a shared responsibility for the group leaders, individual hirers, Committee members and volunteers.

- 4.2 All group leaders, individuals, committee members and volunteers are expected to familiarise themselves with all of the hall's policies and procedures.

- 4.3 All group leaders, individuals, committee members and hall users are expected to be familiar with expectations of behaviour when working with Children, Young People and Vulnerable Adults including but not restricted to: -

- Respecting privacy and preserving dignity at all times.
- Having sufficient personnel present so that there are no occasions where a hall

user is in an isolated situation with a child, young person or vulnerable adult.

- Having clear procedures for any intimate care, (such as changing nappies).
- Avoiding physical contact, other than that necessary for the care of individuals and being aware of what is acceptable for them.
- Knowing that all forms of verbal abuse, aggression or manipulative behaviour are totally unacceptable, refraining from such acts and reporting any infringements.

## **5. Whistle Blowing Policy**

5.1 Any individual making a referral will be protected by the Committee under whistle blowing procedures.

Similarly, if the individual making the referral feels that insufficient action/follow up has taken place, they should inform the Committee and then if necessary bring the referral to the attention of the relevant authorities themselves, without fear of repercussion.

5.2 Procedures for Whistle Blowing include:

- Protecting those who make referrals under the whistle blowing procedures so that there is a culture of informing without reprisal or negative consequence.
- Ensuring the anonymity of the whistle blower, as far as possible (except where so doing could endanger another individual).
- Thoroughly investigating any reported incidents regardless of how unlikely they seem.
- Keeping accurate records so that any patterns in behaviour can be monitored.

## **6. Monitoring**

6.1 All group leaders, individual hall users, committee members and volunteers are responsible for monitoring all behaviour within the hall and for reporting and following up any concerns.

6.2 The individual, named Safeguarding Person for that group / for the committee has overall responsibility for receiving and acting upon referrals and reporting them to the relevant authorities. They will scrutinise records, monitor incidents and identifying any patterns which need following up.

6.3 The Committee will receive reports of any referrals but not be given any details which break individual confidentiality or potentially interfere with an investigation by the authorities.

6.4 The Safeguarding Person will seek feedback from the relevant authorities to review and improve practice.

6.5 Any incidents will be analysed at a case review which will identify any improvements to procedures which are needed to prevent reoccurrence.

6.6 Policies and procedures will be subject to annual review or be updated when

circumstance or regulations change.