

**The Trustees of the Croft Hall
The Croft, Hungerford,
Berkshire, RG17 0HY
www.crothall.co.uk**



Safeguarding Policy

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This Safeguarding Policy was adopted by affirmative resolution of the Croft Hall Trustees at their meeting held on 25 May 2021.

Signed by Chairman, The Croft Hall, Hungerford Charity Committee of Trustees

Name: Chris Dodd

Signature:

Signed by the Safeguarding Officer, The Croft Hall, Hungerford Charity Committee of Trustees

Name: Richard Fradgley

Signature:

This policy will be reviewed and updated in: May 2022

Last reviewed: May 2021

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

The Croft Hall, Hungerford is run by its Trustees.

All the Croft Hall Trustees (hereafter referred to as 'Trustees') have a duty of care and are committed to the protection and safety of everyone who enters the Croft Hall premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our Trustees.

This policy defines how the Croft Hall, Hungerford operates to safeguard all vulnerable persons, regardless of gender, ethnicity, disability, sexuality, religion, or faith.

Vulnerable users could include:

- children;
- young people;
- adults with learning difficulties or physical disability;
- frail, elderly people; and
- carers.

2. Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health and development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- has care and support needs;
- is experiencing, or is at risk of, abuse or neglect; and
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

3. Persons affected

- All Trustees;
- All those attending any activity or service that is being delivered from The Croft Hall; and
- All visitors and contractors.

4. Policy principles

There can be no excuses for not taking all reasonable action to protect all children and vulnerable adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

The Trustees recognise that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

The Trustees are committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion, or neglect. Bullying, shouting, physical violence, sexism and racism towards children or vulnerable adults will not be permitted or tolerated.

5. Policy Statement

1. No member of the Trustees will have unsupervised access to children or vulnerable adults unless they have been appropriately vetted and trained.
2. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
3. All Trustees will be made aware of this policy and child protection and vulnerable adult issues.
4. A Trustee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

The named person is **Richard Fradgley**.

5. The Trustees will endeavour to keep the premises safe for use by children and vulnerable adults. The Trustees recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled children and adults.
6. Any organisations or individuals hiring the Main Hall or any of the other Meeting Rooms for the purposes of holding activities where Ofsted registration is required should show their registration and their own Safeguarding Policy.
7. The Trustees will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. The Trustees will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show.
8. These policies and procedures will be reviewed annually and updated as appropriate in the interim period.

6. Procedures

1. All Trustees will have signed the 'Trustee Statement of Eligibility form for Trustees' which includes a declaration that they have no convictions in relation to abuse.
2. All Trustees will be given information about child protection and will be encouraged to attend appropriate Child Protection and Protection of Vulnerable Adults training where possible.
3. An annual review will take place following The Croft Hall AGM to allow for any required up-date of policies and or procedures. New Trustees must be given an induction to this policy and understand their responsibilities.
4. A copy of the policy will be displayed for the attention of all in The Croft Hall, on The Croft Hall website and be made available on request to hirers.
5. The Trustees will ensure that all hirers of the hall have signed a hire agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to produce a copy of their Safeguarding Policy (or agree to adopt the Hall's Policy) and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).
6. The Trustees will require hirers to report any damage, breakages or safety issues needing attention to the booking manager, who will inform the appropriate people. These will be dealt with as soon as practicable, in the light of the circumstances, with provision to prevent access by children and vulnerable adults pending repair where appropriate.
7. A hire agreement which includes appropriate clauses will be entered into for all hirings for licensable activities. The Trustees will ensure these provisions are observed when holding licensable activities themselves.
8. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.

9. If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.
10. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation a concern about the quality of care or practice or a complaint

7. Review of Safeguarding Policy

- The Trustees will review this policy annually at each Annual General Meeting. The next AGM will take place in March 2022.
- The designated Trustee with responsibility for aspects of Safeguarding will report any matters and provide an update to the other Trustees at the next Trustees' meeting. Trustees' meetings are held once in every two-month period, currently in January, March, May, July, September, and November in each year.

Useful contact details:

Local police: 101 or, if in danger, 999

West Berkshire Safeguarding Children's Partnership 01635 519982 or out of Hours 01344 786543

West Berkshire Council's Safeguarding Adults Team 01635 519056

NSPCC Helpline: 0808 800 5000 or help@nspcc.org.uk

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk