



SAFEGUARDING POLICY

The Manor Hall at Coalpit Heath CIO



MANOR HALL AT COALPIT HEATH, HENFIELD ROAD, COALPIT HEATH,
SOUTH GLOUCESTERSHIRE, BS36 2TG

SAFEGUARDING VULNERABLE ADULTS AND CHILDREN POLICY

PRINCIPLES

The Safeguarding 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, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children or vulnerable adults will not be permitted or tolerated.

The Trustees of The Manor Hall at Coalpit Heath CIO have a duty to safeguard children and vulnerable adults who utilise the hall and its facilities, and those who may come into contact with vulnerable users.

Definition of Vulnerable Adults

Someone 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself or protect themselves from harm' *No Secrets: Department of Health, March 2000*

This means that not all adults are vulnerable but some may be vulnerable at times and others will be vulnerable all the time. It is important to talk to the appropriate people (in South Gloucestershire this is the Adult Customer Service Desk in the Children, Adult and Health Department of the Council).

Definition of Abuse

"Abuse is a violation of an individual's human and civil rights by any other person or persons" *No Secrets: Department of Health, March 2000*

Abuse includes:

- physical abuse, hitting, slapping, punching, burning
- sexual abuse, rape, indecent assault, inappropriate touching
- emotional abuse, belittling, name calling,
- financial or material abuse, stealing, selling assets
- neglect and acts of omission, leaving in soiled clothes, failing to feed properly
- discriminatory abuse (including racist, sexist, based on a person's disability and other forms of harassment)
- institutional

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however the decision

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about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances

(Working Together to Safeguard Children 2013)

Abuse can take various forms:

- Physical
- Emotional
- Neglect
- Sexual

Policy Statement

- All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately. There is a named member of staff to whom your suspicions or concerns should be reported. This person is Alison Allan. This person has the responsibility for reporting concerns that arise, as a matter of urgency, to the Local Authority Child Protection agency.
- All Committee members and volunteers will be required to become aware of child protection and vulnerable adult issues and relevant Acts and Department of Health Guidelines will be held by the Trustees as a reference material for members. Relevant training will be encouraged.
- 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 adults.
- It is the Hirers responsibility to obtain a copy of The Manor Hall at Coalpit Heath CIO Health and Safety Policy and to familiarise themselves with the contents. The Hirer will be required to sign the hiring agreement .
- 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 18 years of age.
- 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 on show.
- The Trustees will ensure that hirers are aware that no children may be admitted to gambling or entertainment of an adult or sexual nature.
- Organisations hiring the hall for activities for children/vulnerable adults will be asked to show their Child Protection/Vulnerable adults policy before the first

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booking commences. Individuals hiring the hall for activities for children/vulnerable adults will be made aware of this policy.

- In addition any User hiring the hall to provide a facility for children (preschool and After School Club, football training, youth clubs for example) will be required to show their DBS disclosure certificate to the Hall Manager and the disclosure number will be recorded. Any delegation of that hirer to other people to supervise the children is the responsibility of the hirer and the Trustees will not vet these delegates for DBS disclosure.
- The only exception to the above is when the hall is hired out for a private children's party. The Management Committee take no action to vet the person[s] hiring the hall for these one-off events.

GENERAL POINTS

The Manor Hall at Coalpit Heath CIO Trustees do not supervise children or vulnerable adults as part of their function within the Committee. DBS checks are not required by them unless they are to have unsupervised access to children or vulnerable adults. Should DBS checks become necessary they will be undertaken in compliance with the Protection of Children Act 1999, The Childrens Act 2004 and part V of the Police Act 1997.

When the Trustees organise events to include children it is always stated that children must be accompanied by parents or guardians.

Advice and information

South Gloucestershire Council Customer Service Desk Adult Care Team can be accessed for advice or information - contact 01454 868007

Reporting Concerns

If a crime may have been or is being committed contact the Police on 101 or 999

Members of the public can follow the instructions below:

Children and Young people.

Contact South Gloucestershire Council's First Point Team on 01454 866000 or the Emergency Duty Team (out of hours and weekends) on 01454 615165

Vulnerable Adults

To raise a concern contact South Gloucestershire Council's Customer Adult Care Team service desk on 01454 868007.

Where possible, agreement should be obtained from the adult before sharing personal information with third parties.

Record Keeping

If a concern is raised this should be documented and sent through to the Chair or Vice Chair of Manor Hall at Coalpit Heath CIO

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Managing allegations against staff or volunteers

Any allegation will be fully investigated and The Manor Hall at Coalpit Heath CIO Trustees will support staff/volunteers during this process. It is important that allegations are thoroughly investigated through the Safeguarding process so that they can be either proved or disproved for the protection of the child(ren), vulnerable adult(s) and staff.

Any allegation related to staff and/or volunteers working with Children and Young People must be reported to the Hall Manager, Alison Allan, on 0787374513 or Chairperson if the allegation is about Alison.

Staff/Volunteers and Management Committee members should report any concern that they have about a child or vulnerable adult to Chair of the Management Committee unless the concern is about the Chair where it should be reported to the Vice Chair who will contact the SGC Team below.

Any allegation related to staff and/or volunteers working with Children and Young People must be reported to the South Gloucestershire Local Authority Designated Officer (LADO) on 01454 868924.

It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words if someone does not have their needs cared for this can be just as damaging whether it is done deliberately or because a carer can no longer manage. Obviously the way of then supporting the situation would be likely to be different.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

This Safeguarding policy will be reviewed annually or as appropriate with new legislation.

Review date Jan 2018.