



Safeguarding for Village Halls and Community Buildings



Department for
Digital, Culture
Media & Sport



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ACTION WITH COMMUNITIES IN RURAL ENGLAND

What we will cover today

- Background
- What is Safeguarding
- Safeguarding resources
- Safeguarding contacts & training
Leicestershire, Rutland & Warwickshire

Background



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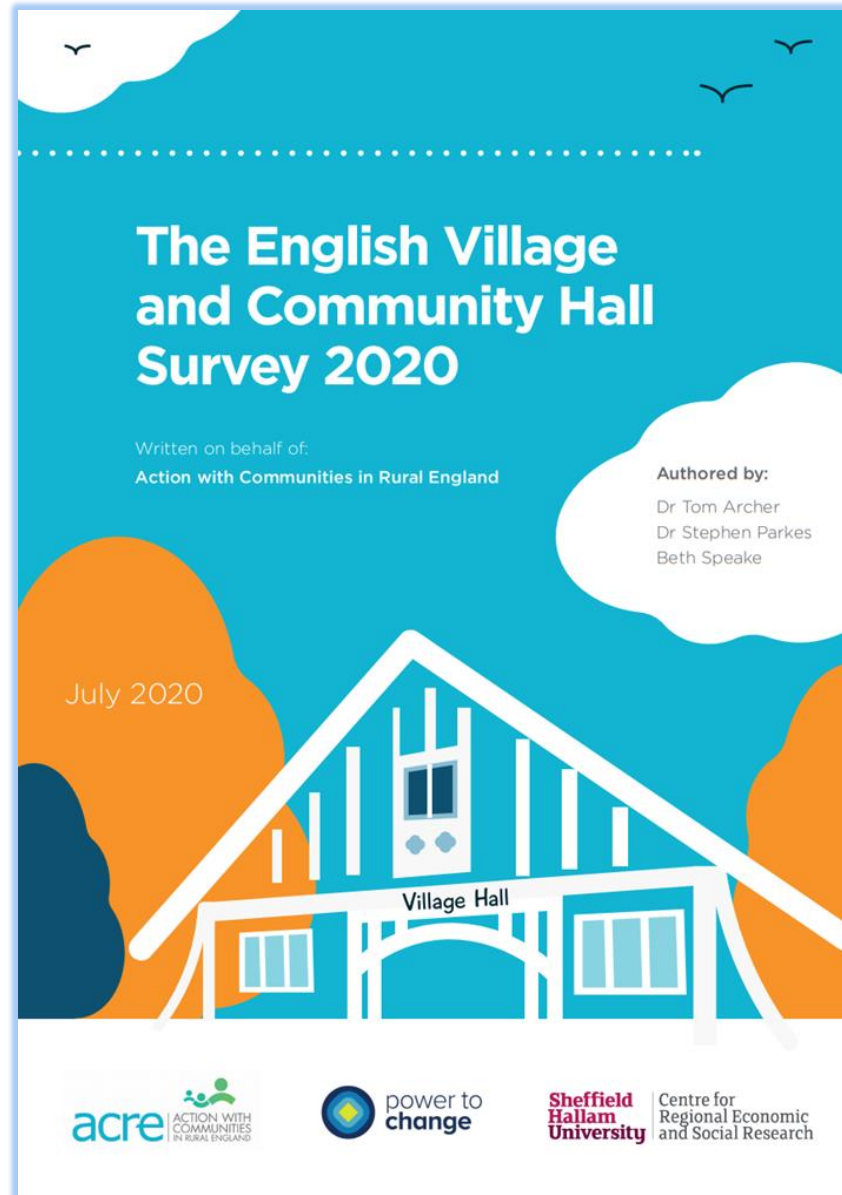
ACTION WITH COMMUNITIES IN RURAL ENGLAND

Background

Safeguarding for village halls and community buildings

- **Promoting** awareness of the importance of safeguarding and good safeguarding practice for village and community halls throughout Leicestershire, Rutland and Warwickshire.
- **Supporting** voluntary management committees that run halls and community buildings to have the knowledge and confidence to provide a safe environment for all.
- **Sharing** access to information on best practice examples on policies, procedures and current legislation around safeguarding.

Background



Background

The village and community hall survey: Safeguarding children and vulnerable adults

Halls with policies for protecting children have increased by 16% as well as those with policies for protecting adults at risk up by 32%.

However less than half of the halls surveyed have these policies in place and only half of respondents consider these arrangements annually.

What is Safeguarding?



What is Safeguarding?

Safeguarding is the action that is taken to promote the welfare of children and adults at risk and protect them from harm.

What is Safeguarding?

Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding. It's about making sure your organisation is run in a way that actively prevents harm, harassment, bullying, abuse and neglect.

It's also about being ready to respond safely and well if there is a problem. Everyone in the organisation has a role to play in safeguarding. It should become part of your day to day activities.

Every organisation that delivers charitable activities has a duty to safeguard volunteers, staff members, participants and donors.

What is Safeguarding?

Definition: A child is...

Any person below the age of 18

The United Nations Convention on the Rights of the Child (1989)

In the UK this means 18 irrespective of cultural or religious background, ethnicity or country of origin

Definition: an 'Adult at risk of harm'?

The Safeguarding duties set out in the Care Act 2014 apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs); and
- is experiencing, or is at risk of abuse or neglect; and
- as a result of their care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

What is Safeguarding?

Types of abuse and harm

You need to be aware of several types of harm:

- Physical
- Sexual
- Emotional
- Psychological
- Neglect
- Radicalisation
- Discriminatory
- Financial

What is Safeguarding?

Five reasons to do safeguarding well

1. Abuse, harassment and harm can happen to anyone – people we work with, staff or volunteers. It's not always visible and often not spoken about.
2. Abuse, harm and neglect are wrong. We have a duty to do something about it.
3. When everyone understands safeguarding and their right to be safe, people who have nowhere else to turn are protected.
4. An organisation that does safeguarding well is an organisation that is trusted.
5. The Charity Commission expects every charity to make safeguarding a priority.

What is Safeguarding?



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Commission has repeatedly warned charities that safeguarding should be a governance priority. Earlier this year it [launched a new register of charities](#) which allows the public to see clearly whether a charity has safeguarding policies in place.

Helen Stephenson added:

“Charities should be spaces in which all people are free from harm. This is not a tick box exercise. Having the right policies and procedures must be combined with the right cultures, vital to building trust, sending an important signal to everyone connected to a charity that it prioritises keeping people safe.”

Safeguarding resources



Safeguarding resources

Information sheet 05 *Safeguarding*

Information Sheet 5

Safeguarding

This Information Sheet provides guidance on processes, policies, and procedures for safeguarding for the village hall management committees



Last updated November 2020

Safeguarding resources

Information sheet 05 *Safeguarding*

Information Sheet 5

Safeguarding

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Safeguarding resources



Information sheet 05 Safeguarding

APPENDIX A - Safeguarding Policy for a Village Hall Management Committee
Please read Information Sheet 5: Safeguarding before using this policy.

1. Purpose

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

This policy defines how Village Hall operates to safeguard children, young people and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our 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, volunteers, and staff.

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
- 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
- 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, volunteers, and staff
- All those attending any activity or service that is being delivered from the village hall charity property
- All visitors and contractors

4. Policy principles

There can be no excuses for not taking all reasonable action to protect 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.

.....Village Hall charity has a zero-tolerance approach to abuse.

.....Village Hall charity recognises 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.

.....Village Hall charity is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

.....Village Hall charity is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

.....Village Hall Committee is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

5. Procedures

- a. All members of the committee will have signed the Trustee Statement of Eligibility form* for trustees which includes a declaration that they have no convictions in relation to abuse.
- b. All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation **and** ensure that they understand the principles set out in this policy at 3 above.
- c. All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- d. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
- e. The hall committee will follow safe recruitment practices.
- f. A member of the committee 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

until

g. 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. An allegation may relate to a person who works with children or adult at risk who has:

- behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
- possibly committed a criminal offence against or related to a child or adult at risk; or
- behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.

h. The hall committee will ensure that all hirers of the hall have signed a hiring 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 and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

- i. The village hall management committee will carry out an annual review of this policy.

Safeguarding resources

Information Sheet 21.

Overnight accommodation in village halls

Information Sheet 15.

Health & safety legislation, and village halls

Information Sheet 38.

Fire safety in village halls

Information Sheet 42.

Equality, and village halls

Questions?



Safeguarding resources



NCVO Safeguarding information

<https://knowhow.ncvo.org.uk/safeguarding>

NSPCC child protection guidance

<https://learning.nspcc.org.uk/safeguarding-child-protection/voluntary-community-groups/>

Safeguarding concerns: practice example – hiring out space

<https://learning.nspcc.org.uk/safeguarding-child-protection/safeguarding-concerns-practice-examples/>

Safeguarding guidance for disabled children and adults at risk

<https://www.anncrafttrust.org/resources/>

Guidance on handling safeguarding allegations in a charity

<https://safeguarding.culture.gov.uk/>

Safeguarding resources



NCVO Safeguarding information: <https://knowhow.ncvo.org.uk/safeguarding>

SAFEGUARDING

Keeping people safe is important. All organisations need to do safeguarding well. Everyone needs to be involved. These resources will help you make plans and carry them out.

WHAT IS SAFEGUARDING?

Find out what safeguarding means for your organisation

STEPS TO A SAFER ORGANISATION

Understand the steps to doing safeguarding well. Includes policies and procedures, roles and responsibilities, reporting and more

CHECKLISTS, TRAINING AND OTHER SUPPORT

Discover tools, organisations and support networks to help you

WHAT TO DO IF YOU'RE WORRIED

If you're worried about someone right now, follow these steps to help.

WORKING OVERSEAS

Links to specialist advice focused on the challenges of working outside the UK.

ABOUT THESE SAFEGUARDING PAGES

Find out more about the project supported by the National Lottery Community Fund and the Department for Digital Culture Media and Sport...

Safeguarding resources



NCVO Safeguarding information: <https://knowhow.ncvo.org.uk/safeguarding>

STEPS TO A SAFER ORGANISATION

Understand the steps to doing safeguarding well. Includes policies and procedures, roles and responsibilities, reporting and more.

UNDERSTANDING THE RISKS

Get started in safeguarding by looking at who you work with and the types of harm and abuse they might experience.

RECOGNISE, RESPOND AND REPORT

A safer organisation prepares its staff and volunteers so they're ready to deal with problems when they happen.

ROLES AND RESPONSIBILITIES

Everyone needs to play their part in keeping people safe. You must make sure people take on the right roles and responsibilities.

POLICIES AND PROCEDURES

Find out about the most important documents needed for good safeguarding.

CHOOSING STAFF, VOLUNTEERS AND TRUSTEES

Understand when to take checks and other recruitment steps that help keep people safe.

GETTING PEOPLE INVOLVED

Safeguarding works best when everyone is involved. Find out how to make that happen.

SAFEGUARDING DAY-TO-DAY

A policy is not enough. Understand how to make safeguarding part of your everyday activities and review what you are doing.

Safeguarding resources



NSPCC child protection guidance

<https://learning.nspcc.org.uk/safeguarding-child-protection/voluntary-community-groups/>



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Voluntary and community groups

We all have a responsibility to help keep children safe. Organisations working with children and young people must have safeguarding policies and procedures in place and be able to respond to child protection concerns. But we understand that it's not always easy to know exactly what you need to do.

That's why we've produced a range of resources for voluntary and community groups. Whether you're just starting out or you're reviewing existing processes, we're here to help.

› Find out more about running activities and services during coronavirus

Not sure where to start with safeguarding?

Download our introductory guide >



Training and e-learning courses

Browse through our wide range of training to find the right course for you or your organisation. Available as e-learning and live virtual training.

Find out more



Ready for more detail?

Use these recommended safeguarding standards and accompanying guidance to help you keep children safe.

Find out more



Check your progress

Assess how well your safeguarding arrangements are working with our simple online checklist.

Find out more



Policies and procedures

Learn what you need to include and get tips for writing your policy statement and procedures.

Find out more

Safeguarding resources



Safeguarding concerns: practice example – hiring out space

<https://learning.nspcc.org.uk/safeguarding-child-protection/safeguarding-concerns-practice-examples/>

NSPCC Learning

News ▾ Key topics ▾ Research and resources ▾ Training ▾ Services ▾

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Safeguarding concerns: practice examples

Last updated: 15 Apr 2020

Introduction

One-to-one working

Hiring out space

Parent volunteers

Residential trips

Responding to a concern

Noticing a concern

Sexting

The scenario

A village hall regularly hires out rooms to local community groups, including children and young people's organisations. Some of the rooms can only be accessed by walking through another room. The hall has limited toilet facilities so adults and children need to use the same bathrooms. Some of the groups are open to the public and operate on a drop-in basis, so they don't know in advance who is attending.

Our advice

Safeguarding and child protection policies and procedures

If you hire out a space on your premises to other organisations you have a responsibility to make sure they are taking the right steps to keep children safe. This applies regardless of the size of the room(s) people are using and whether they are paying to use the space.

You can ensure groups are keeping children safe by:

- asking them to share their safeguarding and child protection policy with you and checking it is adequate
- sharing your organisation's safeguarding and child protection policy with the group and asking them to sign an agreement stating they will comply with it
- making sure groups have carried out risk assessments
- letting groups know if other people will be using the premises at the same time.

Voluntary & community resources

A series of tools and guidance to help people working in a voluntary setting keep children and young people safe.

Access the resources

Find training courses

Our online training courses are quick and easy to access and designed to help you gain the necessary skills to keep children safe from abuse and neglect.

Browse now

Safeguarding resources



Safeguarding guidance for disabled children and adults at risk

<https://www.anncrafttrust.org/resources/>

ann craft trust

[Training](#) - [Research](#) - [Resources](#) - [Reviews & Audits](#) - [Donate](#)

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[Need help & advice?](#)

[Home](#) / [Resources](#)

Resources

We have a host of resources available to assist you in achieving best practice in safeguarding disabled children and adults at risk.

Safeguarding is a responsibility for every organisation.

We have a host of resources available to assist you in achieving best practice in safeguarding disabled children and adults at risk. We also have specific resources available to help sports and activity organisations ensure a wider participation in sport and ensure safe access for everyone.

Our safeguarding resources will help you understand how legislation applies to you and your organisation and to know, beyond the legal requirements, the best practice for keeping adults safe within your organisation.

Safeguarding and Coronavirus

During this challenging time we are putting together resources to support adults and young people at risk.

- [Mental Capacity Act \(MCA\) and Covid-19](#)
- [How has Covid-19 Impacted Adults with Learning Disabilities, Physical Disabilities, and Visual and Auditory Impairments.](#)
- [Safeguarding during Covid-19: Spotting the Signs and Reporting Concerns](#)
- [Support for Parents and Carers: Keeping Children and Young People Safe Online](#)
- [Safeguarding and Online Youth Work](#)

Safeguarding resources



What do you need to do if there's an allegation?

Safeguarding resources



Guidance on handling safeguarding allegations in a charity

<https://safeguarding.culture.gov.uk/>

GOV.UK

Office for Civil Society

BETA

This is a new service. Having problems on this page? Your [feedback](#) will help us to improve this service

Guidance on handling safeguarding allegations in a charity

Every organisation that delivers charitable activities has a responsibility to safeguard people from harm or abuse, whether they are staff members, volunteers, or other people who come into contact with your charity through its work. This tool will help charities in England to handle the reporting of safeguarding allegations about the behaviour or actions of a person in their charity.

An allegation or concern means that a person has or may have behaved in a way that has harmed a child or adult, has possibly committed a criminal offence against a child or adult, or behaved towards a child(ren) or adult(s) in a way that indicates they may pose a risk of harm to others.



Need help handling an allegation of abuse or harm perpetrated by a person in your charity?

Answer the questions in our safeguarding tool to assist you. The tool will help you handle issues with the right people and agencies.

If this your first time using the tool, see [How to use this tool](#) to help you use it effectively.

[Get started >](#)

In an emergency, call the Police

If someone is at immediate risk of harm call [999](#) and request the Police. You can find [further guidance here](#).

Safeguarding contacts & resources

Leicestershire & Rutland

Warwickshire



Leicestershire & Rutland Safeguarding Board



There are a number of local resources that groups may find helpful:

Information on safeguarding adults and children including resources and local multi-agency procedures: <https://lrsb.org.uk/>

This also has a '**report concerns**' button at the top which has links to the correct routes to report concerns for Leicester, Leicestershire & Rutland

Safeguarding adult and children newsletter:

<https://lrsb.org.uk/newsletters>

Voluntary & Community Sector (VCS) reference group as part of their Safeguarding Children Partnership

<https://lrsb.org.uk/voluntary-and-community-sector-v>

Training regarding safeguarding children which can be found here:

<https://lrsb.org.uk/safeguarding-children-learning>

Training resources regarding safeguarding adults:

<https://lrsb.org.uk/safeguarding-adults-training>

<https://lrsb.org.uk/>

[Report Concerns](#)

[Procedures](#)

[Contact Us](#) | [Text Size](#) [A](#) [A](#) [A](#)

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Safeguarding Matters



Welcome to the Leicestershire and Rutland SCP and SAB



**Safeguarding
Children Partnership**
LEICESTERSHIRE & RUTLAND

[Click to visit Leicestershire and Rutland
Safeguarding Children Partnership >](#)



**Safeguarding
Adults Board**
LEICESTERSHIRE & RUTLAND

[Click to visit Leicestershire and Rutland
Safeguarding Adults Board >](#)

The members of Leicestershire & Rutland Safeguarding Children Partnership and Leicestershire & Rutland Safeguarding Adults Board are working hard to adapt how we deliver services to provide continued support and protection to the most vulnerable children and adults in our community.

We are taking steps to find new ways of keeping in touch with the children, families and vulnerable adults who are working with us and are working closely together across agencies at this difficult time.

We are doing this in ways that allows us to implement the latest government guidance so that adults and children, their

Report Concerns

Procedures

[Contact Us](#) | [Text Size](#) [A](#) [A](#) [A](#)

enter keyword

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Report your concerns about an adult

If you're worried about an adult and think they may be a victim of neglect or abuse, contact your local Adult Social Care office or the Police. The numbers are below.

You do not need to know everything about the situation or what is happening. You may just be worried, or feel that something is not right.

If you are unsure which Council covers the address you are concerned about, please click on this link which will tell you:
<https://www.gov.uk/find-local-council>

[Leicestershire County contact details](#)

[Rutland County contact details](#)

[Leicester City contact details](#)

[Report to the Police](#)

If a crime has been committed and the **person is in immediate danger**, call **999** and ask for the Police / an ambulance.

If the **person is not in immediate danger** call the Police on 101.

Crimestoppers: 0800 555 111 (free and confidential)

[Report to a Helpline](#)

Report abuse of an adult

Reporting abuse to protect adults at risk is everyone's business. We all have a duty to report concerns if we think someone is being abused or neglected.

 Phone 999 if a crime is being committed or if someone is in immediate danger.

When to report abuse to Adult Social Care

If the adult you are concerned about is not in immediate danger but is

- at risk of being abused
- being abused in a care home
- being abused by a care worker in their own home

you should report your concerns to Adult Social Care Customer Service Centre.

Contact:

Adult Social Care:

Telephone: 0116 305 0004

(Monday to Thursday, 8.30am to 5pm, Friday 8.30am to 4.30pm)


Emergency Duty Team:

Telephone: 0116 255 1606

(Evenings, weekends, Bank Holidays)

Also see

[Report abuse or neglect of a child >](#)

[Leicestershire and Rutland
Safeguarding Boards](#) 

[Easy read guides to safeguarding](#) 

[Deprivation of liberty >](#)

[Complain about Adult Social Care >](#)



I need help

Test and Trace Support payments »

Crisis helpline »

Good neighbour schemes »

Information for people who are clinically extremely vulnerable »

Rutland foodbank »

Domestic abuse »

Safeguarding

Financial support (including help to pay your council tax) »

Housing and homelessness »

Help for families of vulnerable children »

Citizens Advice Rutland and the Rutland Community Wellbeing Service »

Services available from churches »

Safeguarding

What to do if you are worried about someone (safeguarding)

Across the county, front doors are being kept closed. But our door is always open.

In Rutland, we are fully committed to safeguarding and promoting the welfare of children and vulnerable adults.

Safeguarding is about preventing the abuse of children and adults who may be vulnerable - we are all responsible for making sure everyone in the community is safe in their environment.



If you have concerns about someone you are helping, it's important not to ignore this



If you are worried about a child or young person

We need you to report any concerns you may have about child abuse or child neglect.

We've seen a drop in reports to our safeguarding team since social distancing guidelines were brought in to limit the spread of coronavirus.

With all of us now staying at home there are fewer opportunities for abuse to be spotted, reported and stopped, so we need your help to make sure children are safe.

Please look and listen out for signs that may indicate neglect or abuse:

- Very young children being left on their own
- Children looking dirty or not changing their clothes
- Children are withdrawn or anxious
- Aggressive or repeated shouting
- Sounds of hitting or banging and things being broken
- Children crying for long periods of time
- Relatives denied access to talk to children by phone or video call

Across the county, front doors are being kept closed. But our door is always open.

If you think something is wrong, please tell us straight away so we can check.

To report concerns about children's welfare call [01572 758407](tel:01572758407) or email childrensreferrals@rutland.gov.uk



If a child or young person is in immediate danger, call **999**



If you are worried about a vulnerable adult:

Latest news

- New Independent Project Board to Steer Rutland Community Radio Project
- Prevention zone in place in response to Avian Flu cases
- Be ready to help loved ones leaving hospital



Warwickshire
Safeguarding

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ABOUT US

SAFEGUARDING ADULTS

SAFEGUARDING CHILDREN

REPORT IT

NEWS

 COVID-19

Warwickshire Safeguarding

Annual Report
2019-2020




Warwickshire Safeguarding Annual Report 2019-2020

News

[Read Article](#)

SAFEGUARDING ADULTS

Are you worried about someone's well being; or are you yourself experiencing abuse or neglect; or do you just want to learn more about keeping adults safe, then click here.

[Read More](#) 

SAFEGUARDING CHILDREN

If you are a child or young person, a parent/carer or a professional working with children and their families, click here to access information, guidance and safeguarding resources.

[Read More](#) 

DON'T IGNORE IT, REPORT IT

Safeguarding is everyone's responsibility. If you have any concerns regarding yourself or another person's safety then please click this button to see how to report your concerns.

[Read More](#) 

Welcome to Warwickshire Safeguarding



Report It

Reporting an Adult Safeguarding Concern:

I feel I am being abused or neglected, how can I report this?

1. Tell someone you trust immediately; this might be:

- a family member
- a friend
- a visiting professional such as a nurse or care worker
- your family doctor (GP)
- a hospital doctor or nurse
- a Police officer
- a housing officer

All of these people will be able to help you. They will pass on the information you give them to someone who can help or will help you to pass this information on yourself.

They will not do anything which will make things worse for you and your views, wishes and feelings will always be considered.

2. Where an adult is:

- Unable to look after themselves, due to the level of their care and support needs, and
- Is experiencing or is at risk of abuse or neglect

Contact Adult Social Care on: **01926 412080**. Our adult social care teams can offer advice and support to you and, where necessary, arrange appropriate services.

3. To report a crime or raise a concern about abuse with Warwickshire Police, you can phone non-emergency number on: **101**. But if it is an emergency always dial: **999**

Making a Safeguarding Referral for Children:

Before making a referral - please take a look at the [Threshold Document](#) to decide whether your concerns require a referral to Children's Social Care.

For urgent concerns - if you have an urgent child protection concern and need to get in touch with us, call the MASH on **01926 414144**.

Lines are open:

- Monday to Thursday - 9.00am - 5.30pm
- Friday - 9.00am - 5.00pm

You will then need to complete and return a [Multi-Agency Contact Form \(MAC\)](#) and send via email to the MASH team:

Please email - mash@warwickshire.gov.uk

Out of hours - if you need to get in touch out of usual office hours, please contact the Emergency Duty Team immediately on **01926 886922**.

Emergencies - if you think that a child is at immediate risk, contact the police immediately on **999**.

Non-urgent concerns - complete the [Multi Agency Contact Form](#) and send to email address as stated above.



Questions?



Get in touch



info@ruralcc.org.uk



01455 856 330

<http://www.ruralcc.org.uk/>

The Warwickshire Rural Community Council (WRCC)

<https://www.wrccrural.org.uk/contact/>



01789 842182



Thank you

