



Safeguarding Policy and Procedures

Version	3.1
Agreed by	Brockenhurst Village Trust Board
Date ratified	May 2025
Review date	May 2026

Policy Document Review Table

Date of Review	Reviewed By	Key Changes Made
20/05/2025	AH & SN	Addition of document review table. Section 6.2: Trustees/Volunteers & Staff shall be submitted for DBS checks if directly involved in Regulated Activities as part of their role within BVT.

1. Purpose of this Safeguarding Policy and Procedure

To promote the welfare and ensure the safety of children and vulnerable adults, referred to in this policy as Vulnerable Users, using the Community Hub Facilities provided by the Brockenhurst Village Trust which includes the hall, MUGA and “greenspace” in Highwood Rd and the “Brock charity Shop” on Brookley Rd, Brockenhurst.

To define and provide information to trustees, staff, contractors, volunteers, user groups and visitors about their responsibilities in relation to children, young people, and adults at risk of abuse or neglect.

Brockenhurst Village Trust (BVT) has a duty of care and is committed to the protection and safety of everyone who enters the sites and uses the facilities as visitors or as participants in activities or events. The BVT has a duty to safeguard and support trustees, volunteers, staff, and contractors to ensure that children, young people, and adults are not at risk of abuse or neglect.

2. Application

This policy and the procedures are applicable to trustees, members of staff, contractors, managers/leaders of hall user groups and volunteers who work with, or have contact with children and young people and vulnerable adults during:-

2.1 Activities held on the sites owned by Brockenhurst Village Trust at Highwood Rd and Brookley Rd

2.2 Off-site activities organised by BVT or user groups.

Some user groups will have their own governing bodies with specific requirements and expectations for safeguarding. Other groups or individual hirers, without their own policies, agree to adhere to the BVT safeguarding principles and procedures when hiring the facilities

3. Safeguarding Vulnerable users: The law

There are three key pieces of legislation which govern safeguarding. These are:

- The Childcare Act 2006, which regulates childcare.
- The Safeguarding Vulnerable Groups Act 2006, which provides the framework for the Vetting and Barring scheme and was passed to help avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults.
- The Protection of Freedoms Act 2012. This defines the scope of Regulated Activity (means unsupervised work or activities involving regular or close contact with children and vulnerable adults).

4. Principles

The BVT Board of Directors is committed to promoting wellbeing and preventing harm and will ensure any concerns raised regarding children and vulnerable adults within its remit are responded to effectively following established safeguarding principles and procedures.

The BVT Board is committed to following the guidance of The Charities Commission on Safeguarding and Protecting People: -

4.1 Ensuring an adequate Safeguarding policy, code of conduct and procedures

4.2 Ensuring Policy and Procedures are monitored and reviewed annually and whenever there is serious cause for concern and to consider ways to promote the safeguarding culture within the Trust.

4.3 Ensuring that everyone involved with the Trust are informed of the Safeguarding Code of Good Practice enabling them to recognise, respond to, report, and record a safeguarding concern.

5. Responsibilities

5.1 The BVT Board of Trustees is responsible for the Safeguarding Policy and will regularly review this policy at Board Meetings on an annual basis, or more frequently if there are issues causing concern. Trustees aim to promote an open and positive culture and ensure all involved feel able to report concerns, confident that they will be heard and responded to.

5.2 No member of the Trust, staff, or volunteers will have unsupervised access to vulnerable users unless appropriately vetted.

5.3 The BVT Board of Trustees have appointed the Operations Manager of the Trust to be the Designated Safeguarding Lead. However, all Trustees have the responsibility to support the Manager in this Safeguarding Role and to understand actions to be taken if concerns arise.

5.4 The Operations Manager will ensure that safe recruiting practices are in place, risk assessments are carried out and recorded, and hiring agreements are in line with BVT safeguarding principles.

5.5 It is the responsibility of the Operations manager to ensure that all staff, contractors, volunteers, and user groups of the BVT facilities, who may have contact with vulnerable users, are aware of and abide by the **Safeguarding Code of Good Practice** detailed below.

6. Procedures

No one should have unsupervised access to children and young people or vulnerable adults unless appropriately vetted and aware of the **Safeguarding Code of Good Practice**.

6.1 Users of the BVT facilities are required by the Terms and Conditions of Hire to abide by the BVT Safeguarding Policy and Code of Good Practice and to ensure that any activities for children, young persons and adults at risk are only provided by fit and proper persons in accordance with the Children's Act 1989 and 2004 and the Safeguarding Vulnerable Groups Act 2006.

6.2 If and when Staff, Volunteers or Trustees are directly involved in any Regulated Activity involving Children or Vulnerable adults they should be previously referred for checking to an approved Disclosure and Barring scheme.

6.3 Terms and Conditions of Hire require all reasonable steps to be taken to prevent harm and to respond appropriately if harm does occur. A copy of the **Safeguarding Code of Good Practice** to be on display at all premises.

6.4 User groups and hirers having close contact or providing personal care for vulnerable users may be required to make available a copy of their own Safeguarding Policy

7. Useful Information and Contact details

7.1 Charities Commission Guidance

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

7.2 NCVO Safeguarding information

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

7.3 Hampshire Action with Communities in Rural England. Safeguarding information sheet

<https://d.docs.live.net/d6ad4b036cdad063/Village%20Hall%20Docs/VHIS%2005%20Safeguarding%20-%20appendices%20inc%20model%20policy.docx>

7.4 Disclosure and Barring Services information

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

7.5 Hampshire Children's Services Tel 0300 555 1384

www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection

7.6 Hampshire Adult Services Tel 0300 555 1386 (out of hours 0300 555 1373)

www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding

7.7 The Hampshire Safeguarding Children Partnership provides an online procedures manual with explanations and guidance on how safeguarding concerns and allegations are dealt with on referral to the Local Authority. <https://hipsprocedures.org.uk/>

7.8 Guidance on handling safeguarding allegations against staff and volunteers in Hampshire

<https://hipsprocedures.org.uk/lkyyst/adults-who-pose-a-risk-of-harm-to-children/allegations-against-staff-or-volunteers>

7.9 Community First offer a DBS checking service.

8. Related Documents

BVT Health and Safety Policy,
BVT Privacy Policy and procedures
BVT Equality, Diversity and Inclusivity Policy
BVT Employment Policies and Procedures
BVT Volunteering Policies and Procedures

Safeguarding Code of Good Practice

This code applies to Trustees, Staff, Contractors, and Volunteers working with Children or Vulnerable Adults at Brockenhurst Village Trust Facilities: -

Children, young people, and vulnerable adults should be treated with patience and respect for their wishes, feelings, and privacy. Their welfare is paramount. All reasonable steps need to be taken to prevent harm and to respond appropriately when harm does occur, or concerns are raised.

- Do not spend time alone, out of sight or hearing of others with a child or vulnerable adult
- Do not take a child or vulnerable adult to the toilet or administer personal care, unless instructed to do so by a manager, group leader or carer.
- Do not take a child, young person, or vulnerable adult on a car journey or to their home without the knowledge or consent of a parent, manager or group leader.
- Do not take photographs, videos or other images of a child or vulnerable adult without the express permission of their parent, guardian, or carer
- Do not use a raised, irritable, or aggressive tone of voice.
- Do not engage in physical contact or inappropriate touching that may be construed as sexually provocative or abusive.
- Do not communicate verbally or nonverbally in a sexually suggestive way, even as a joke
- Do not allow over familiar or sexually suggestive behaviour or language made by a child, young person, or adult to go unchallenged or unrecorded.
- Do not share personal information with anyone other than the Activity Manager or Leader or the BVT Operations Manager who is the Designated Safeguarding lead

If Safeguarding concerns arise: -

- Listen, Observe, Record and Report (LORR) on the incident or issue of concern to the Activities Leader or the BVT Operations Manager at the Village Hall as soon as possible.
- The BVT Operations Manager at the Village Hall is the Designated Safeguarding Lead and has the responsibility to ensure allegations are referred to the appropriate Hampshire Safeguarding Service as soon as possible.
- If the concerns involve the Manager, then the issue can be referred to a BVT Trustee, in confidence, or direct to the responsible authorities.
- It is solely the responsibility of the Hampshire Children's Services or Adult Services and, or the Police to investigate any safeguarding concerns that have been raised.

Essential Contact details for reporting safeguarding concerns:-

Designated Safeguarding Lead for Brockenhurst Village Trust:-

The BVT Village Hall Operations Manager, Highwood Road, Brockenhurst
Tel 01590 622580 events@brockenhurstvillage.org.uk

Hampshire Childrens Services Tel 0300 555 1384 or Police on 101
www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection

Hampshire Adult Services Tel 0300 555 1386 (out of hours 0300 555 1373) or Police on 101 www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding

In an emergency, if you or someone else seems in immediate danger:- Ring 999