

Hedge End Village Hall

Safeguarding Policy

1. Purpose of this policy

Hedge End Village Hall is committed to providing a safe and welcoming environment for everyone who uses the hall. This policy sets out how we aim to safeguard children, young people, and adults who may be vulnerable, in a way that is proportionate and appropriate for a small community charity and consistent with Charity Commission expectations for a Charitable Incorporated Organisation (CIO).

2. Scope

This policy applies to:

- Trustees
- Volunteers
- Hirers and organisations using the hall
- Anyone working on behalf of the charity

Hedge End Village Hall does not normally provide direct services to children or vulnerable adults, but recognises that such groups may use the hall through third-party hirers.

3. Our safeguarding principles

We are guided by the following principles:

- The welfare of children and vulnerable adults is paramount
- Everyone has the right to be safe from harm, abuse, or neglect
- Safeguarding is a shared responsibility
- Safeguarding arrangements should be proportionate to the charity's activities

4. Roles and responsibilities

Trustees

Trustees are responsible for:

- Ensuring appropriate safeguarding arrangements are in place
- Reviewing this policy regularly
- Responding appropriately to safeguarding concerns

A lead trustee for safeguarding will be appointed.

Hirers and user groups

Organisations hiring the hall are responsible for:

- Having their own safeguarding policies and procedures where activities involve children or vulnerable adults
- Ensuring appropriate supervision and safe practices during their activities

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5. Recognising safeguarding concerns

Safeguarding concerns may include (but are not limited to):

- Physical, emotional, or sexual abuse
- Neglect
- Bullying or harassment
- Unsafe or inappropriate behaviour

6. Responding to concerns

If a safeguarding concern arises:

1. Take the concern seriously
2. Ensure immediate safety where necessary
3. Report the concern promptly to the Safeguarding Lead trustee
4. Where appropriate, the concern will be reported to the relevant statutory authority (such as social services or the police)

Concerns will be handled sensitively and confidentially.

7. Reporting serious incidents

Where a safeguarding incident meets the Charity Commission's criteria for a serious incident, the trustees will ensure it is reported promptly in line with Commission guidance.

8. Safer working and prevention

To reduce safeguarding risks, the charity will:

- Set clear expectations for behaviour within the hall
- Require hirers to comply with safeguarding expectations
- Maintain appropriate hiring agreements and conditions of use
- Ensure the hall environment is safe and well managed

9. Review of this policy

This policy will be reviewed at least every three years, or sooner if there are changes in legislation, guidance, or the charity's activities.

10. Contact details

Safeguarding concerns relating to Hedge End Village Hall should be reported to:

Safeguarding Lead Trustee

Name: [insert name]

Email: [insert email address]