



HILTINGBURY COMMUNITY ASSOCIATION

Registered Charity Number - 1089482

Safeguarding Policy

1. Introduction

Hiltingbury Community Association (HCA) believes that every vulnerable person, regardless of age or circumstance, has a right to be protected from harm and to feel safe and respected.

2. Definitions

The safeguarding policy covers:

- a) All children and vulnerable adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual orientation have the right to protection from abuse.
- b) The term child, or young person, is used to refer to anyone under the age of 18 years old.
- c) The term vulnerable adult can include people with learning disabilities, older people (irrespective of age), people with physical or sensory disabilities, people with mental ill health, people with certain physical illnesses or people with drug or alcohol problems.

3. Principles

- a) To ensure that any activities organised or sponsored by the HCA and/or hirers of accommodation provided by the HCA involving young people or vulnerable adults provide an environment where they feel secure and valued.
- b) To require any regular or commercial hirer who has contact with children and/or vulnerable adults to have their own safeguarding policy and procedures in place.
- c) To ensure that clear procedures are in place whereby signs of abuse can be recognised and appropriate actions taken.

To ensure that procedures are in place for the protection of HCA employees and volunteer workers who are in contact with young people or vulnerable adults.

4. Supervision

- a) Children, young persons and vulnerable adults shall be the responsibility of Event organisers and shall be supervised at all time as required by law by appropriately trained and checked persons.
- b) Suitable ratios of event Leads to children should be maintained throughout based on organisers own risk assessments.

5. Reporting Concerns

- a) If Hilt staff have concerns or suspicions relating to the activities or attendees of any event group, they should be referred in strict confidence to the Hilt Safeguarding Officer and Centre Manager as soon as possible.
- b) The above applies equally if such suspicions are about any Hilt staff.

6. Misuse of procedure

Hilt staff may not discuss any allegations of abuse, whether substantiated or not, other than with the Hilt Safeguarding Officer or Centre Manager.

7. Photography

HCA organised events only:

The taking of images, photographs or film at any time is prohibited within the communal areas of the Hilt. Those individuals who wish to take photos must obtain formal authorisation from the Centre Manager.

Hirer organised events only:

Hirers are solely responsible for the control of photography usage at all their events.

8. Procedures

The HCA shall do the following:

- a) Have a nominated Safeguarding Officer (SO) who can be contacted by email at:- enquiries@thehilt.org.uk
- b) Ensure that terms and conditions for all hirers include the need for groups working with children/vulnerable adults to have their own safeguarding policies in place.
- c) Display prominently our philosophy, the name of the SO and contact details as well as the contact details of relevant helplines.
- d) Ensure all employed staff and volunteers [other than those who only have limited and infrequent contact with young people/vulnerable adults] have enhanced level Disclosure and Barring (DBS) checks and that their continuing suitability is monitored.

- e) Follow guidelines laid down by Ofsted's safeguarding policy especially with regard to supporting young people and/or vulnerable adults and the recording and reporting of incidents.
- f) Direct staff, volunteers and hirers, when appropriate, to training opportunities relating to safeguarding issues.
- g) Where appropriate remind hirers of their obligations and responsibilities and the need for them to have effective safeguarding policies in place.
- h) Our policies and procedures will be regularly monitored and reviewed by the HCA Trustees.

5. Policy review

Our policies and procedures will be regularly monitored and reviewed by the HCA Trustees.

This Policy was adopted by the HCA Centre Management Committee and signed off by the Chair of the HCA Centre Management Committee on 21.04.2021. It was reviewed in November 2025 and will be reviewed again by November 2027.

V7 Hilt Safeguarding rev. Nov2025