



SAFEGUARDING POLICY & PROCEDURES

CONCERNING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK

SIXPENNY HANDLEY VILLAGE HALL (SHVH)

Reviewed: May 2026

1. Introduction

Sixpenny Handley Village Hall (SHVH) believes that every child, young person and adult deserves to be safe and secure. We are committed to ensuring that all activities taking place in the hall are safe for staff, volunteers, hirers and users. Safeguarding is everyone's responsibility.

We recognise that harm can occur through abuse, neglect, exploitation, unsafe practice or avoidable accidents. We therefore take proactive steps to prevent harm and to respond appropriately to concerns.

"Sixpenny Handley Village Hall has put in place safeguards to protect those who work and volunteer for us and our users..."

"Sixpenny Handley Village Hall believes it is important to not only protect the vulnerable from harm but to actively promote the welfare of children, young people and adults at risk."

2. Definitions

Child / Young Person

Anyone under 18.



Adult at Risk

An adult who has care and support needs and may be unable to protect themselves from harm, abuse or exploitation.

3. Safeguarding Values

We commit to:

- Providing a friendly, secure and safe environment for all users
- Placing the welfare of children and adults at risk at the centre of all decisions
- Following Pan-Dorset Safeguarding Children Partnership and Dorset/BCP Safeguarding Adults Board procedures
- Sharing safeguarding responsibility across all staff, trustees, volunteers and hirers
- Being transparent with parents, carers and adults at risk about our duty to act on concerns
- Reporting concerns promptly — we do not investigate, but we do act

4. Preventing Opportunities for Harm

Safe Recruitment

We will:

- Use safe recruitment practices for staff and volunteers
- Use DBS checks where appropriate and legally permitted
- Provide safeguarding training proportionate to roles

Safer Practice in Activities

We will:

- Avoid situations where a worker is alone with a child or adult at risk
- Maintain professional behaviour and language
- Act immediately on concerns or disclosures
- Report all allegations involving workers or volunteers
- Complete risk assessments for events and activities



- Ensure appropriate first aid and health & safety measures are in place

5. Types of Harm

We recognise the following forms of harm:

- Physical
- Neglect
- Emotional
- Sexual
- Financial or material
- Discriminatory
- Radicalisation

(See Pan-Dorset Safeguarding Children Partnership and SCIE for detailed indicators.)

6. Reporting Concerns

Anyone involved with the Village Hall who has a concern must act.

If someone is in immediate danger:

Call 999.

If a disclosure is made:

- Stay calm and listen
- Do not promise confidentiality
- Do not ask leading questions
- Record the person's words as soon as possible
- Keep evidence safe
- Do not approach the alleged perpetrator
- Inform the Nominated Safeguarding Officer (NSO) the same day



Process

1. Concern identified
2. Immediate danger → 999
3. Report to NSO within the same working day
4. NSO records details
5. NSO makes referral within 24 hours
6. Written follow-up within 48 hours

7. Whistleblowing

Concerns about safeguarding practice or lack of action should be raised with the NSO or Lead Trustee. If concerns persist, individuals are encouraged to contact the local safeguarding boards, Police, Protect, or the NSPCC Whistleblowing Advice Line.

8. Contacts

Sixpenny Handley Village Hall

Nominated Safeguarding Officer: Rosalie Adams

Trustee with Safeguarding Responsibility: Charlotte Humberstone

Emergency

Police (immediate danger): 999

If the child or adult lives in BCP

- Children: BCP First Response Hub — 01202 123334
- Adults: BCP Adult Social Care — 01202 123654
- Out of Hours: 01202 738256



If the child or adult lives in Dorset Council area

- Children (Professionals): 01305 228558
- Children (Public): 01305 228866
- Adults: 01305 221016
- Out of Hours: 01305 858250

9. Additional Modern Safeguarding Measures

Online Safety

We will:

- Promote safe use of digital platforms
- Ensure children are not contacted privately by volunteers
- Ensure images or videos of children are not shared online without explicit consent

Data Protection & Record Keeping

We will:

- Store safeguarding records securely
- Restrict access to authorised individuals
- Retain records in line with GDPR and our data retention policy

Photography & Filming

We will:

- Obtain consent before taking or using images
- Never identify children by name in public materials
- Allow parents/carers to opt out
- Stop photography immediately if a child or adult is uncomfortable

Chair of Trustees: Paul Styles

Sixpenny Handley Village Hall CIO

Date: 2025/2026