

THORNFORD VILLAGE HALL MANAGEMENT TRUSTEES

REGISTERED CHARITY No: 279758



Safeguarding Policy

Introduction

Thornford Village Hall Management Trustees are committed to safeguarding the rights, well-being and safety of children and vulnerable adults who use the hall. This policy outlines the steps the Management Trustees will take to ensure that vulnerable adults and children are protected. It will be reviewed on an annual basis by the Chair and Trustees.

Thornford Village Hall Management Trustees follow the Charity Commission in its definitions of:

a. Safeguarding

- protecting from maltreatment
- preventing impairment of health or development
- ensuring children are growing up in circumstances consistent with the provision of safe, effective care.

b. A vulnerable adult

- A vulnerable adult as a person aged 18 or over, who may need community care services because of a disability (mental or other), age, or illness. A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.
- Vulnerable adults are entitled to: privacy; be treated with dignity; lead an independent life and to be enabled to do so; be able to choose how they lead their lives; the protection of the law; have their rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religion or cultural background.

c. A child

- a child is considered to be anyone under the age of 18.

Types of abuse

- a. Physical abuse is an act of another party involving contact intended to cause feelings of physical pain, injury, or other physical suffering or bodily harm.
- b. Sexual abuse is forcing undesired sexual behaviour by one person onto another.
- c. Emotional abuse is any kind of abuse that is emotional rather than physical in nature. It can include anything from verbal abuse and constant criticism to more subtle tactics, such as intimidation, manipulation, and refusal to ever be pleased.
- d. Neglect is the ongoing failure to meet a person's basic needs
- e. Financial abuse is the misuse of a person's money, property or assets through theft or fraud.

Policy Statement

Thornford Village Hall Management Trustees aim to help restore dignity and revive hope to people from all walks of life, is concerned with individuals and their circumstances and actively encourages an inclusive environment throughout all hall use.

Thornford Village Hall Management Trustees seek to ensure that all users of the hall are aware of what is required from them under the safeguarding policy. It is the responsibility of everyone to play their part in preventing the physical, sexual, spiritual, financial or emotional abuse and neglect of vulnerable adults and children.

Thornford Village Hall Management Trustees commit to co-operate fully with the appropriate statutory services when they are conducting official investigation into the abuse and neglect of vulnerable adults, children or young people (by an adult or young person).

Thornford Village Hall Management Trustees will ensure the following:

- Ensure that the Local Authority is informed of any safeguarding allegations, incidents or concerns.
- Ensure that the Charity Commission is informed of any suspicions, allegations and incidents of abuse or mistreatment of vulnerable beneficiaries. The Charity Commission's 'Serious Incident' guidance will be followed <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>
- Ensure the Disclosure and Barring Service is informed if a Trustee has been dismissed because they think they have harmed or posed a risk of harm to a child or vulnerable adult.
- Encourage a culture of transparency, ensuring that trustees and hirers feel able and empowered to report any suspicious or concerning behaviour.
- Ensure that the premises are kept maintained and safe for use by children and vulnerable adults recognising that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled children and adults.
- Ensure that any organisations or individuals hiring the Hall for the purposes of holding activities where Ofsted registration is required should show their registration and their own Child Protection Policy.
- Ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18.
- Ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

Procedures

- a. the policy will be displayed for the attention of all in the hall, on the hall website and be made available on request to hirers.
- b. Organisations An annual review will take place to allow for any required up-date of policies and or procedures. New Trustees must be given an induction to this policy and understand their responsibilities.
- c. A copy of hiring the hall for activities for children will be asked to show their Child Protection Policy before the first booking commences.
- d. Individuals hiring the hall for activities for children will be made aware of this policy.
- e. Organisations hiring the hall for activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults Protection Policy before the first booking commences.
- f. Other organisations or individuals hiring the hall whose activities may involve vulnerable adults will be made aware of this policy.

- g. All hirers are required to report any damage, breakages or safety issues needing attention. These will be dealt with as soon as practicable, in the light of the circumstances, with provision to prevent access by children and vulnerable adults pending repair where appropriate.
- h. A hiring agreement which includes appropriate clauses will be entered into for all hirings for licensable activities. Thornford Village Hall Management Trustees will ensure these provisions are observed when holding licensable activities themselves.
- i. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.
- j. If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.

Reviewed – Jan 2026