

# Kirton & Falkenham Village Hall Safeguarding Policy

## 1. Purpose

### **Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.**

This policy defines how Kirton and Falkenham Village Hall operates to safeguard children, young people, and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

## 2. Definitions

**Children and young people** are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

### **Adult at risk of abuse or neglect**

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

### **Persons affected**

- All trustees, volunteers, and staff.
- All those attending any activity or service that is being delivered from the village hall charity property.
- All visitors and contractors.

## 3. Policy principles

There can be no excuses for not taking all reasonable action to protect children and adults at risk from abuse or neglect. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community

care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

Kirton and Falkenham Village Hall charity has a zero-tolerance approach to abuse.

Kirton and Falkenham Village Hall charity recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

Kirton and Falkenham Village Hall charity is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Kirton and Falkenham Village Hall charity is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of children and adults at risk. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Kirton and Falkenham Village Hall Committee is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount.
- All children, young people and adults at risk have the right to protection from abuse.
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

See Appendix A for examples of different types of abuse and how staff, volunteers or trustees might find out about abuse

#### **4. Procedures**

A. All members of the committee will sign the Declaration of Acceptance of Office for trustees which includes a declaration that they have no convictions in relation to abuse.

B. All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training where appropriate on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation **and** ensure that they understand the principles set out in this policy at 3 above.

C. All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.

D. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.

E. The hall committee will follow safe recruitment practices.

F. A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

G. The named person is **Louise Walker**, until such time as she notifies the Management Committee of her decision to relinquish the responsibility.

**Email:** [louise.kirtonkites@gmail.com](mailto:louise.kirtonkites@gmail.com)

H. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adults at risk who has:

- Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
- Possibly committed a criminal offence against, or related to, a child or adult at risk;  
or
- Behaved towards a child (or children) or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk.

I. The hall committee will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to the hall's principles and procedures with regard to safeguarding. The text to be included in hiring agreements other than for private parties is given in Appendix C.

J. The village hall management committee will carry out an annual review of this policy.

**Author: Graham Walker**

**Status:**

**Reviewed 30<sup>th</sup> Jan 25 ; First Issued: 31<sup>st</sup> January 2025**

**Updated, reviewed and re-issued 26<sup>th</sup> February 2025**

**Next review scheduled January 2026**

## **Appendix A - What is abuse?**

### **There are different types of abuse including:**

- Physical – the use of force, which results in pain or injury or a change in a person's natural physical state.
- Sexual – involvement of a child in sexual activity or a sexual relationship, and involvement of an adult on sexual activity or a sexual relationship that they have not consented to.
- Emotional and psychological – behaviour with a harmful effect on emotional health and development, any form of mental cruelty that results in mental distress, or the denial of basic human rights such as self-expression, privacy, and dignity.
- Neglect – of a child or person unable to care for themselves.
- Female Genital Mutilation (FGM) – girls from some minority ethnic communities may be at risk.
- Institutional – mistreatment by a regime or individuals within institutional settings or services.
- Discrimination – misuse of power that violates a person's values, beliefs or culture.
- Financial and material – the use of a person's property or assets, income, funds or any other resources without their informed consent or authorisation.
- There may also be instances when someone reports an intention to self-harm.

### **How might staff, volunteers or trustees find out about abuse?**

- Disclosure by a child or vulnerable adult.
- Disclosure by a third party for example concerns raised by staff, volunteers, carers, neighbours, other family members or support workers
- Observation of an adult or young person's behaviour toward children or vulnerable adults.
- Observation of a member of staff, volunteer or trustee's behaviour towards children or vulnerable adults.
- Observation of a child or vulnerable adult.

## Appendix B - Declaration of Acceptance of Office

### Trustee Statement of Eligibility

Name of Charity: Kirton and Falkenham Village Hall

Charity Registration No: 228103

### Declaration by Charity Trustees

I have studied the governing document of the charity and support its purposes.

I realise that as a member of Kirton and Falkenham Management Committee I am one of the organisation's managing or charity trustees, and I understand the duties and responsibilities as explained to me and indicated in the Charity Commission Leaflet CC3a: Responsibilities of Charity Trustees ([www.gov.uk/guidance/charity-trustee-whats-involved](http://www.gov.uk/guidance/charity-trustee-whats-involved))

I am not under 18 years of age and am not disqualified from serving as a member of the committee, and in the event of my becoming disqualified, will take no further part in the affairs of the charity whilst such disqualification lasts.

### Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes ([objects](#)) and rules set out in its governing document
- understand and will adhere to the organisation's [policies and procedures](#)
- are not prevented from acting as a trustee because you:
  - ◇ have an unspent conviction for one or more of the listed offences (Appendix B of the Safeguarding policy),
  - ◇ have an IVA, debt relief order and/or a bankruptcy order,
  - ◇ have been removed as a trustee in England, Scotland, or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
  - ◇ have been removed from being in the management or control of a body in Scotland (under relevant legislation)
  - ◇ have been disqualified by the Charity Commission or are a disqualified company director,
  - ◇ are a designated person for the purposes of anti-terrorism legislation,
  - ◇ are on the sex offenders register or have been found in contempt of court for making (or causing to be made) a false statement,
  - ◇ have been found guilty of disobedience to an order or direction of the Charity Commission.

**Name** (please Print):

**Home Address:**

**Date of Birth:**

**Date: Signature:**

## **Appendix C – Text to be included in Hiring Agreements other than private parties**

### **Safeguarding children, young people, and adults at risk**

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported

## Appendix D – Listed convictions

### A. Unspent convictions for specific offences

Legal disqualifying reason	Legislation (where relevant)	Exceptions and notes
<p>1. Unspent conviction for an offence involving dishonesty or deception</p> <p>2. Unspent conviction for specified terrorism offences</p> <p>3. Unspent conviction for a specified money laundering offence</p> <p>4. Unspent conviction for specified bribery offences</p>	<p>There is more information about what is meant by a dishonesty/deception offence at <a href="#">Annex A</a> in the automatic disqualification guide</p> <p>Offences:</p> <ul style="list-style-type: none"> <li>to which Part 4 of the Counter-Terrorism Act 2008 applies; or</li> <li>under sections 13 or 19 of the Terrorism Act 2000 under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence</li> </ul> <p>A money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002</p> <p>An offence under sections 1, 2, 6 or 7 of the Bribery Act 2010</p>	<p><b>A person is no longer disqualified by the automatic disqualification rules if and when their conviction is spent</b></p> <p>You can use this guidance from the charity <a href="#">Unlock</a> to work out when your conviction becomes spent, and so no longer disqualifies you from being a charity trustee and from holding certain senior manager positions at a charity</p> <p>You can also look at the <a href="#">Nacro website</a> or at <a href="#">GOV.UK</a> for information about when convictions become spent</p>

5. Unspent conviction for the offence of contravening a Charity Commission Order or Direction	An offence under section 77 of the Charities Act 2011 - contravening a Commission Order or Direction	
6. Unspent conviction for offences of misconduct in public office, perjury, or perverting the course of justice		
7. Unspent convictions for aiding attempting or abetting the above offences	In relation to offences at 1 - 6 above, an offence of: <ul style="list-style-type: none"> <li>• attempt, conspiracy, or incitement to commit the offence</li> <li>• aiding, or abetting, counselling or procuring the commission of the offence</li> <li>• under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence</li> </ul>	

**B. Other legal disqualifying reasons – non financial**

Legal disqualifying reason	Legislation (where relevant)	Exceptions and notes
Being on the sex offenders register	Where a person is subject to notification requirements of Part 2 of the Sexual Offences Act 2003, commonly referred to as being on the sex offenders register	<b>Note</b> - If these notification requirements apply to a person, they are disqualified by the automatic disqualification rules even if their offence is spent



Unspent sanction for contempt of Court	Where a person has been found to be in contempt of court for making, or causing to be made, a false statement or making (or causing to be made) a false statement in a document verified by a statement of truth	<b>A person is no longer disqualified by the automatic disqualification rules if and when the sanction for contempt becomes spent</b>
Disobeying a Commission Order	Where a person has been found guilty of disobedience to an order or direction of the Commission under section 336(1) of the Charities Act 2011	
Being a designated persons (under specific anti-terrorist legislation)	Where a person is a designated person for the purposes of: <ul style="list-style-type: none"> <li>• Part 1 of the Terrorist Asset-Freezing etc. Act 2010; or</li> <li>• The Al Qaida (Asset Freezing) Regulations 2011</li> </ul>	

**B. Other legal disqualifying reasons – non financial (*continued*)**

<b>Legal disqualifying reason</b>	<b>Legislation (where relevant)</b>	<b>Exceptions and notes</b>
Being a person who has been removed from a relevant office	Where a person has been removed: <ul style="list-style-type: none"> <li>• from the office of charity trustee, officer, agent or employee of a charity by an Order of the Commission under s79 of the Charities Act 2011, or earlier relevant legislation, or by</li> </ul>	

	<p>a High Court Order, on the grounds of any misconduct or mismanagement in the administration of the charity</p> <ul style="list-style-type: none"> <li>• under s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005, or earlier relevant legislation, from being concerned in the management or control of any body</li> </ul>	
Director disqualification	<p>Where a person is subject to:</p> <ul style="list-style-type: none"> <li>• a disqualification Order or disqualification undertaking under the Company Directors Disqualification Act 1986 or The Company Directors Disqualification (Northern Ireland) Order 2002 (SI2002/3150; (N.I.4)); or</li> <li>• an Order made under s429(2) of the Insolvency Act 1986 (failure to pay under a County Court administration order)</li> </ul>	<p><b>Exception</b></p> <p>There is no disqualification if the court <b>has granted leave for a person to act as director of the charity</b> (as described in section 180 of the Charities Act 2011)</p>

### C. Other legal disqualifying reasons - financial

Title	Legislation (where relevant)	Exceptions and notes
Insolvency	<p>Where a person is:</p> <ul style="list-style-type: none"> <li>• an undischarged bankrupt</li> <li>• subject to any of the following: <ul style="list-style-type: none"> <li>○ an undischarged sequestration Order</li> <li>○ a bankruptcy restrictions Order</li> </ul> </li> </ul>	<p><b>Exception</b></p> <p>There is no disqualification for these reasons <b>if the charity concerned is a company or CIO and leave has been granted</b> under s11 of the Company Directors Disqualification Act 1986</p>

	<ul style="list-style-type: none"><li>○ an interim Order</li><li>○ a moratorium period under a debt relief Order under Part 7A of the Insolvency Act 1986</li><li>○ a debt relief restrictions Order or an interim Order under Schedule 4ZB to the Insolvency Act 1986</li></ul> <p>Where a person has made a composition or arrangement with, or granted a trust deed for, their creditors and has not been discharged in respect of it</p>	<p>(undischarged bankrupts) <b>for a person to act as director of the charity (s180 Charities Act 2011)</b></p>
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