

SAFEGUARDING POLICY

Barton le Willows Village Hall Management Committee

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect. This policy defines how Barton le Willows Village Hall operates to safeguard children, young people and adults at risk of abuse or neglect.

We all have a duty of care and are committed to the protection and safety of everyone who enters our premises whether involved as visitors or as participants in activities and events. We also have a duty to safeguard and support our Trustees and Volunteers and any Staff, should we employ them.

2. Definitions

Safeguarding - Is about improving a person's welfare and protecting them from harm, recognising the signs of abuse and knowing what to do.

- protecting people from maltreatment
- preventing impairment of their health and development
- ensuring that they grow up and live in circumstances consistent with the provision of safe and effective care
- taking action to enable all people have the best outcomes

Children and young people - persons aged under 18 years old.

Adult at risk of abuse or neglect - A vulnerable adult is someone over the age of 18 who is or may be at risk of abuse or neglect, or who cannot protect or always take care of themselves. Adults at risk might include, for example, people with mental health problems, learning or physical disabilities, age related disabilities, dementia, sight or hearing impairment or those suffering from substance abuse.

Abuse - Abuse happens when someone misuses their power and control over another person and that person ends up being harmed in some way. There can be many types of abuse:

- **Physical** includes unnecessary restraint and violence such as hitting, pinching, shaking, scalding.
- **Sexual** of underage children or without consent
- **Emotional** including threats, humiliation, coercion, bullying, ignoring, inappropriate attachment...
- **Neglect** and acts of omission - deliberate or unintentional, including failure to provide for basic needs such as food, medicine, heating or hygiene. It might also include not reporting abuse.

- **Financial** including theft, fraud, using a person's home or possessions without permission
- **Discriminatory** - treating someone unfairly, for example, because of their age, gender, race/ethnicity, disability, sexuality, religion or class
- **Institutional**, eg poor standards of care, overuse of medication, lack of personal privacy or dignity
- **Modern slavery, radicalisation and faith abuse** are also recognised forms of abuse.

An Allegation - may relate to a person who works with children who has: behaved in a way that has harmed a child or vulnerable adult, or may have harmed them possibly committed a criminal offence against or related to a child or vulnerable adult behaved towards a child, children or vulnerable adults in a way that indicates they may pose a risk of harm to them

Appendix 2 of this policy provides more information about the types of abuse young people or vulnerable adults may suffer from. Committee members should familiarise themselves with this.

3. Persons affected by the policy

- 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

4. Policy principles

Barton le Willows Village Hall Charity has a zero-tolerance approach to abuse.

It recognises that under the Care Act 2014, we have a duty for the care and protection of adults who are at risk of abuse and responsibilities for the safety and care of children under the Children Act (1989 and 2004), the Children and Social Work Act (2017) and the Working Together to Safeguard Children Act (2018)

We are committed to promoting wellbeing, prevention from harm and to responding effectively if concerns are raised.

Barton le Willows Village Hall Committee is aware of the work of the North Yorkshire Safeguarding Children Partnership (NYSCP) and other support organisations on the development and implementation of procedures for safeguarding children and vulnerable adults. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Barton le Willows 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.

5. Procedures

- a. All Trustees will have signed the Trustee Eligibility Declaration form which includes a declaration that they have no convictions in relation to abuse. (See appendix 1).
- b. All members of the committee will familiarise themselves with safeguarding responsibilities.
- 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 Village 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. The appointed Safeguarding lead 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. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency. From November 2021 until further notice the named person is Jo Danischewsky.
- g. The Village Hall Committee will ensure that all hirers of the hall have signed the 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 produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS)
- h. The village hall management committee will carry out an annual review of this policy

5.1 Responding to safeguarding issues

All disclosures, suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately.

An allegation may relate to any person, including a person who works with children or adult at risk.

An allegation may relate to a person who works with children or vulnerable adults who has:

- behaved in a way that has harmed them, or may have harmed them

- possibly committed a criminal offence against or related to them
- behaved towards them or other children or vulnerable adults in a way that indicates they may pose a risk of harm to them

5.2 Allegations Against Committee Members and Volunteers

Any allegations against committee members and volunteers should be reported to the designated safeguarding lead (DSL) as soon as possible. If a child or a vulnerable adult has suffered or may be at risk of harm then the DSL should not undertake any investigation of the situation but will report the matter to the Local Authority Designated Officer (LADO) within one working day using the LADO referral form and/or the LADO duty number 01609 553080 (Feb 2021).

5.3 Disclosures

- If a person discloses to you it can be distressing to be told about abuse but try to stay calm and not transmit shock, anger or embarrassment.
- Listen carefully to what is said. Actively listen and do not express disbelief. Sometimes they may have tried to tell others but not been heard or believed.
- It is OK to reassure the person that you are glad that they are speaking to you and to encourage them to talk but do not ask “leading questions” or press for information. Listen, check your understanding and remember.
- Never enter into a pact of secrecy. Assure them that you will try to help but let them know that you may have to tell other people to do so.
- Do not comment. For example, the alleged offence or offender and their morality - it may be someone that they love. Be aware that they may retract all that they have told you.
- If you suspect that a crime has been committed do not disturb a possible crime scene or move things.
- If the situation is such that the risk is immediate and serious it is fine to inform the police immediately, they work in partnership with Safeguarding agencies.
- Record a factual account of the incident or the disclosure as soon as possible afterwards, while it is fresh in your mind. There is a standard form to help you do this, kept in the Policies and Procedures file at the village hall kitchen.

5.4 REPORTING A CONCERN

Everyone is responsible for Safeguarding and if you have the slightest concern, it is essential that you share it as soon as possible.



Named person with responsibility for Safeguarding:

Jo Danischewsky

Mobile: 07792 242492

jdanschewsky@gmail.com

For urgent concerns about safeguarding both children or vulnerable adults there are single 24 hour “point of access” numbers:

City of York	Telephone:01609534527
North Yorkshire (excluding York)	Telephone:01609 780780
Or dial 999	

For further information and advice, please email North Yorkshire Safeguarding Children Partnership: NYSCP@nyorks.gov.uk
Or see their website www.safeguardingchildren.co.uk

Appendix 1



Trustee Eligibility Declaration

PLEASE COMPLETE USING BLOCK CAPITALS AND BLACK INK (complete additional forms if you have more than 4 trustees)

Organisation name (Your organisation name as it appears in your governing document)

Total number of trustees your organisation has

Trustee 1	Trustee 2	Trustee 3	Trustee 4
Name	Name	Name	Name
Signature:	Signature:	Signature:	Signature
Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Working with vulnerable groups

Tick this box if your organisation works with vulnerable people (including children) and you declare that you have:

- Read and understood the Charity Commission's safeguarding guidance
- Carried out all trustee eligibility checks the law requires and on the basis of those checks are satisfied that the people acting as trustees are both eligible and suitable to act as trustees of this charity

Corporate Trusteeship

Tick this box if your organisation has a corporate trustee (another organisation which acts as trustee such as a local authority) and its directors are making this declaration)

Personal benefit

If your organisation pays (or will pay) any trustee for being a trustee OR any trustee or person connected to them for providing goods and services, you declare that this will:

- be in the organisation's best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

You also declare that:

- the information you provide to the Charity Commission is true, complete and correct
- you understand that it's an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- your organisation's funds are held (or will be held) in its name in a bank or building society account in England or Wales
- you will comply with your responsibilities as trustees - these are set out in the Charity Commission guidance 'The essential trustee (CC3)'
- (if applicable) the primary address and residency details you provide in a charity registration application are correct and you will notify the Charity Commission if they change

* https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/820804/Disqualification_Reasons_Table_v2.odt

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
- are not prevented from acting as a trustee because you:
 - have an unspent conviction for one or more of the offences listed here*
 - 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 any body in Scotland (under relevant legislation)
 - have been disqualified by the Charity Commission
 - are a disqualified company director
 - are a designated person for the purposes of anti-terrorism legislation
 - are on the sex offenders register
 - 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

Appendix 2

There's a wealth of information available at the links provided by ACRE on this. Below is a summary of the types of abuse we may see, or have reasons to believe is taking place, and would need to report. Included are links to more detailed information on the source website

1. Adults

(Source Ann Craft Trust, for more information <https://www.anncrafttrust.org/resources>)

People who may be in a position to abuse another adult

- Spouses, friends, family and neighbours
- People employed to provide care
- Paid staff or professionals
- Volunteers
- Strangers

The Care Act recognises 10 categories of abuse that may be experienced by adults.

Self-neglect

This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

Modern Slavery

This encompasses slavery, human trafficking, forced labour, and domestic servitude.

Domestic Abuse

This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called "honour" based violence.

Discriminatory

Discrimination is abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.

Organisational

This includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical

It can also include inappropriate sanctions.

Sexual

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented, or was pressured into consenting.

Financial or Material

This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

Neglect and Acts of Omission

This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.



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Emotional or Psychological

This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

Four Additional Types of Harm

There are four additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults.

Cyber Bullying

Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various different types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage

This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime

A "mate crime" is when "vulnerable people are befriended by members of the community who go on to exploit and take advantage of them" (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been a number of Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

Radicalisation

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

2. Children

(NSPCC website <https://learning.nspcc.org.uk/child-abuse-and-neglect>)

Children can experience more than one type of abuse which can have serious and long-lasting impacts on their lives. Below is a summary of information taken from the NSPCC website about the various type of abuse. In each section there are links to the site where more detailed information is available, including about how to recognise the signs of abuse in children and young people.

Neglect

physical neglect: not meeting a child's basic needs, such as food, clothing or shelter; not supervising a child adequately

educational neglect: not making sure a child receives an education

emotional neglect: not meeting a child's needs for nurture and stimulation, for example by ignoring, humiliating, intimidating or isolating them

medical neglect: not providing appropriate health care (including dental care), refusing care or ignoring medical recommendations

Child sexual abuse

Contact abuse activities where abuser makes physical contact with a child.

Non-contact abuse involves activities where there is no physical contact.

Child sexual exploitation

Child sexual exploitation (CSE) is a type of **child sexual abuse**. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

Children and young people in sexually exploitative situations and relationships are persuaded or forced to perform sexual activities or have sexual activities performed on them in return for gifts, drugs, money or affection.

CSE can take place in person, online, or using a combination of both.

Perpetrators of CSE use a power imbalance to exploit children and young people.

[information at this link](#)

Physical abuse

Physical abuse is defined as deliberately hurting a child and causing physical harm

It includes injuries such as: bruises, broken bones, burns, cuts.

It may involve: hitting, kicking, shaking, throwing, poisoning, burning, scalding, drowning and any other method of causing non-accidental harm to a child.

Physical abuse may also happen when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. This is known as Fabricated or Induced Illness

[information at this link](#)

Domestic abuse

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Each UK nation has its own definition of domestic abuse for professionals who are working to prevent domestic abuse and protect those who have experienced it

Domestic abuse can include:

sexual abuse and rape (including within a relationship)

punching, kicking, cutting, hitting with an object

withholding money or preventing someone from earning money

taking control over aspects of someone's everyday life, which can include where they go and what they wear

not letting someone leave the house

reading emails, text messages or letters

threatening to kill or harm them, a partner, family members or pets

Witnessing and experiencing domestic abuse

Children never just 'witness' domestic abuse; it always has an impact on them. Exposure to domestic abuse or violence in childhood is child abuse.

Children may experience domestic abuse directly, but they can also experience it indirectly by:

hearing the abuse from another room

seeing a parent's injuries or distress afterwards

finding disarray like broken furniture

being hurt from being nearby or trying to stop the abuse

experiencing a reduced quality in parenting as a result of the abuse

[information at this link](#)

Emotional abuse

Emotional abuse is emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development. It's also known as psychological abuse.

Most forms of abuse include an emotional element, but emotional abuse can also happen on its own.

Children can be emotionally abused by anyone:

parents or carers

family members

other adults

other children.

There are several categories of emotional abuse.

Denying emotional responsiveness (also known as emotional neglect)

Rejection: **verbal humiliation, name-calling, criticism, physical abandonment, excluding the child from activities.**

Isolating: **putting unreasonable limitations on a child's freedom of movement, restricting social interaction, not communicating with the child.**

Exploiting or corrupting: **encouraging a child to take part in criminal activities, forcing a child to take part in activities that are not appropriate for their stage of development.**

Terrorising: **threatening violence, bullying, deliberately frightening a child, deliberately putting a child in a dangerous situation**

information at this link

Harmful sexual behaviour

What is harmful sexual behaviour?

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour.

HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards.

Technology assisted HSB

Technology assisted HSB (TA-HSB) is sexualised behaviour which children or young people engage in using the internet or technology such as mobile phones. This might include: viewing pornography (including extreme pornography or viewing indecent images of children) or sexting

information at this link

Bullying

Describes what bullying and cyberbullying is, how it affects children and how people working with children can respond to it.

Physical abuse: hitting a child, pushing a child, physical assault

Emotional abuse: making threats, undermining a child, excluding a child from a friendship group or activities.

Cyberbullying/online bullying:

excluding a child from online games, activities or friendship groups

sending threatening, upsetting or abusive messages

creating and sharing embarrassing or malicious images or videos

'trolling' - sending menacing or upsetting messages on social networks,

chat rooms or

online games

voting for or against someone in an abusive poll

setting up hate sites or groups about a particular child

creating fake accounts, hijacking or stealing online identities to embarrass

a young person or

cause trouble using their name.

information at this link

Online abuse

Online abuse is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet-enabled



It can happen anywhere online that allows digital communication, such as:
social networks
text messages and messaging apps
email and private messaging
online chats
comments on live streaming sites
voice chat in games.

Children and young people can be revictimised (experience further abuse) when abusive content is recorded, uploaded or shared by others online. This can happen if the original abuse happened online or offline

Children and young people may experience several types of abuse online:

bullying/cyberbullying

emotional abuse (this includes emotional blackmail, for example pressuring children and young people to comply with sexual requests via technology)

sexting (pressure or coercion to create sexual images)

sexual abuse

sexual exploitation.

Children and young people can also be groomed online: perpetrators may use online platforms to build a trusting relationship with the child in order to abuse them. This abuse may happen online or the perpetrator may arrange to meet the child in person with the intention of abusing them.

[information at this link](#) [FGM](#)

Female genital mutilation (FGM) is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.

The age at which FGM is carried out varies. It may take place: when a female baby is newborn, during childhood or adolescence, just before marriage, during pregnancy.

[information at this link](#)

Child trafficking and modern slavery

Child trafficking is child abuse. It's defined as recruiting, moving, receiving and harbouring children for the purpose of exploitation

Child trafficking is a form of modern slavery Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children are trafficked for: **child sexual exploitation**, criminal activity, including: cannabis cultivation, street crime - such as pickpocketing, begging and bag theft, moving drugs, benefit fraud, immigration fraud, selling pirated goods, such as DVDs, forced marriage

domestic servitude,

forced labour, including working in: restaurants, nail bars, factories, , agriculture

illegal adoption and unreported private fostering arrangements (for any exploitative purpose)

This list is not exhaustive and children who are trafficked are often exploited in more than one way.

How child trafficking happens



Traffickers may use grooming techniques to gain the trust of a child, family or community. They may trick, force or persuade children to leave their homes.

Child trafficking can involve a network of organised criminals who recruit, transport and exploit children and young people within or across borders. Some people in the network might not be directly involved in trafficking a child but play a part in other ways – such as falsifying documents, bribery, owning or renting premises, or money laundering (Europol, 2011).

Child trafficking can also be organised by individuals and children's own families.

information at this link

Appendix 3

Barton le Willows Village Hall		SAFEGUARDING REPORT FORM	
Date of report			
Details of the person at risk			
Name of person		DOB/approximate age	
Home address if known			
About you (the person filling in this form)			
Your name			
About the safeguarding concern			
Are you reporting your own concern or one raised by someone else ?			
If someone else, please provide their full name, status and contact details			
Details of concern, including dates, times, full names and whether the information is first hand or the accounts of others			
Person at risks account (if applicable) Include what they said they want the outcome to be (if applicable)			
Details of the person allegedly causing harm (if known)			
Provide details of any witnesses to the concern			
Provide details of any previous incidents or			



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concerns relating to this person (if known)	
Actions: Please state the immediate actions you took in response to the concern:	
People contacted	
If you or someone else has already contacted someone about this issue this please provide their details and when you contacted them.	
Declaration: I have completed all sections of this form to the best of my knowledge	
Signature	