



SAFEGUARDING CHILDREN

Safeguarding children duties apply to any charity working with, or coming into contact with, anyone under the age of 18.

Safeguarding children means to:

- protect children from abuse and maltreatment
- prevent harm to children's health or development
- ensure children grow up with the provision of safe and effective care
- take action to enable all children and young people to have the best outcomes

The Committee follows the Statutory Guidance 'What to Do if You are Worried a Child is Being Abused' published March 2015. A copy of this is available via this link: ([What to do if you're worried a child is being abused](#))

This advice is for anyone whose work brings them into contact with children and families, including those who hire the hall, and it applies in relation to all children and young people irrespective of whether they are living at home with their families and carers or away from home.

This policy is advice for hirers and in no way replaces, or supplements, their own safeguarding policy.

Safeguarding Children Responsibilities:

Children have a right to be safe and should be protected from all forms of abuse and neglect, therefore safeguarding children is everyone's responsibility. It is better to help children as early as possible before issues escalate and become more damaging. Children and families are best supported when there is a coordinated response from all relevant agencies. Child Protection refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm.

Safeguarding and promoting the welfare of children and in particular protecting them from significant harm depends upon effective joint working between the general public, Surrey Multi Agency Safeguarding Hub (MASH) and other private, public and voluntary services.

For those children and young people who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote the welfare of the child or young person. Everyone should:

- be alert to potential indicators of abuse or neglect
- be alert to the risks which individual abusers, or potential abusers, may pose to children;
- share information so that an assessment by the Surrey Multi Agency Safeguarding Hub can be made of the child's needs and circumstances
- contribute to whatever actions are needed to safeguard and promote the child's welfare
- work co-operatively with parents unless this is inconsistent with ensuring the child's safety.

Identifying Child Abuse and Neglect

Abuse and neglect are all forms of maltreatment. A person may abuse or neglect a child by inflicting harm or fail to act to prevent harm. Child Abuse is categorised by the following:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse and Exploitation
- Neglect

There are a number of warning signs which might suggest a child or young person may be being abused or neglected. The Committee refers to the Statutory Guidance 'What to do if You're Worried a Child is Being Abused' for signs and indicators of abuse and advises all users of Tongham Village Hall to refer to this guidance

TONGHAM VILLAGE HALL SAFEGUARDING CHILDREN POLICY and PROCEDURES



to help them identify signs and indicators of abuse.

Awareness

This policy forms part of the terms and conditions of hire. All committee members and hall users must make themselves aware of this policy. There is an implied condition of hire that hirers have acquainted themselves with this and other Tongham Village Hall policy documents.

SAFEGUARDING CHILDREN PROCEDURES

If you have concerns about a child you should make a referral or seek advice from the Multi Agency Safeguarding Hub (MASH) and report your actions to the committee.

- Tel: **0300 470 9100**
- **For concerns for a child or young person:** csmash@surreycc.gov.uk
- Emergency Duty Team (EDT) – 01483 517898
- Surrey Police – 101 or 999 in an emergency

You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you.

If a child discloses information to you, you should:

- ✓ Do not promise confidentiality, you have a duty to share this information and refer to Surrey Multi Agency Safeguarding Board (MASH)
- ✓ Listen to what is being said, without displaying shock or disbelief.
- ✓ Accept what is said.
- ✓ Reassure the child, but only as far as is honest, don't make promises you may not be able to keep eg: *'Everything will be alright now'*, *'You'll never have to see that person again'*.
- ✓ Do reassure and alleviate guilt, if the child refers to it. For example, you could say, *'You're not to blame'*.
- ✓ Do not interrogate the child; it is not your responsibility to investigate further.
- ✓ Do not ask leading questions (eg: Did he touch your private parts?), ask open questions such as *'Anything else to tell me?'*
- ✓ Do not ask the child to repeat the information to another adult including another member of committee.
- ✓ Explain what you have to do next and who you have to talk to.
- ✓ Take notes if possible or write up your conversation as soon as possible afterwards.
- ✓ Record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- ✓ Record statements and observable things rather than interpretations or assumptions.

TONGHAM VILLAGE HALL



What information will you need when making a referral?

You will be asked to provide as much information as possible. Such as the child's full name, date of birth, address, school, GP, languages spoken, any disabilities the child may have and details of the parents. Do not be concerned if you do not have all these details, you should still make the call.

You should follow up the verbal referral in writing, within 48hrs. The Multi Agency Safeguarding Board will guide

TONGHAM VILLAGE HALL SAFEGUARDING CHILDREN POLICY and PROCEDURES

you through the correct process.



Reviewing the Policy and Procedure

This policy and procedure will be reviewed every year, this will include checking telephone numbers and any updates required by a change in local or national policy

Safeguarding children or adults at risk

If you work with children or adults at risk you should:

- establish good safeguarding policies and procedures that all trustees and volunteers follow
- appoint a safeguarding lead to work with your local authority safeguarding boards
- manage concerns, complaints, whistleblowing and allegations relating to child protection or adults at risk effectively
- follow relevant legislation and guidance

Safeguarding adults applies to adults who have care and support needs and because of these care needs are unable to protect themselves from abuse or neglect (Care Act 2014)

Get checks on trustees and volunteers

You must make sure that trustees and volunteers are suitable and legally able to act in their positions

Trustees and volunteers **suitability and Disclosure and Barring Service (DBS):**

(for further information please visit <https://www.gov.uk/disclosure-barring-service-check/overview>)

All trustees and volunteers who come into contact with children on a regular basis must have their criminal record checked to ensure that they are suitable to work with children.



Allegations Involving a Member of Management Committee, a Volunteer or User of Tongham Village Hall

Whistleblowing is an important aspect of safeguarding. Volunteers and users of Tongham Village Hall are encouraged to share genuine concerns about a person's behaviour. The behaviour may not be child abuse but they may not be following the code of conduct or could be pushing the boundaries beyond normal limits.

All volunteers and user of the hall should be aware of, and follow, the Village Hall's whistleblowing policy and procedures contained in the Complaints Procedure.

There may still be occasions when there is an allegation against a committee member, volunteer or user of the Village Hall. Allegations against those who work with children, whether in a paid or unpaid capacity, cover a wide range of circumstances

All allegations of abuse of children by those who come into contact with children using the Village Hall must be taken seriously. All reports of allegations must be submitted within one working day to the Chairperson.

The following guidance should be applied in all situations where it is alleged that a person who has come into contact with children has:

- ✓ Behaved in a way which has harmed a child, or may have harmed a child;
- ✓ Possibly committed a criminal offence against or related to a child;
- ✓ Behaved towards a child or children in a way which indicates that he/she is unsuitable to have contact with children.

The allegations may relate to the person's behaviour within Tongham Village Hall, at work or at home.

The Chairperson will discuss the matter with the committee members to determine what steps should be taken and where necessary obtain further details of the allegation and the circumstances in which it was made. It is not the Chairperson or Committee's responsibility to establish if the allegation is false or unfounded. It is important to ensure that all allegations are followed up and examined objectively by someone independent of the Tongham Village Hall, therefore all allegation will be referred to the Surrey Multi Agency Safeguarding Hub.

Some allegations will be so serious as to require immediate referral to the Surrey Multi Agency Safeguarding Hub and the Police without further discussion with the Committee, but common sense and judgement must be applied in reaching a decision about what action to take.



Change Record

Date of Change:	Changed By:	Comments:
31/03/19		Policy approved by the Trustees