



## **Safeguarding Policy**

### **Policy statement**

Normandy Village Hall has a duty to safeguard vulnerable users of the hall and its premises and those who may come into contact with vulnerable users. The management committee will respond to any concerns regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith. The policy is underpinned by a range of legislation and sets out how the hall will meet its obligations to safeguard vulnerable people. It applies to all hirers of the hall, all hall users, and any staff, volunteers, trustees and contractors working for the hall.

Vulnerable users could include:

- children,
- young people,
- adults with learning difficulties or physical disability,
- frail, elderly people,
- carers

### **Principles**

- The objective of safeguarding is to prevent and reduce the risk of harm to vulnerable adults and children from abuse or other types of exploitation and impairment of development.
- It is everybody's business, and as neighbours, citizens, and community members, we need to be alert to neglect and abuse, and be committed to supporting hall users to report concerns.
- Although it is the responsibility of those hiring the hall to have appropriate arrangements in place to safeguard all those involved in their events, the welfare of the child or vulnerable adult is paramount and is the responsibility of everyone.
- All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect.
- Bullying, shouting, physical violence, sexism and racism must not be permitted or tolerated.



## Procedures

- All trustees, hall users and volunteers need to be aware of child protection and vulnerable adult issues.
- This policy, which includes information about how to report concerns, will be displayed in NVH and on our [website](#).
- All suspicions or allegations of abuse against a child or a vulnerable adult must be taken seriously and dealt with speedily and appropriately.
- Any suspicions or concerns should, if possible, be raised with the event organiser to establish whether any action is being or will be taken.
- All safeguarding concerns should be reported to Surrey County Council's Safeguarding Teams in accordance with the arrangements set out at [Report a concern about a child or young person - Surrey County Council \(surreycc.gov.uk\)](#) and [Safeguarding adults - report abuse or neglect - Surrey County Council \(surreycc.gov.uk\)](#).  
A quick reference action summary with further contact info is shown in the box below.
- If the person raising the concern is not satisfied that the event organiser is taking appropriate action, they should report it themselves.
- The Trustees will make every effort to keep the premises safe for use by children and vulnerable adults. The Trustees recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults.
- Any organisations or individuals hiring the hall for the purposes of providing services for children should have their own Child Protection Policy.
- Organisations or individuals should use safe recruitment processes to appoint staff who will be working with children or vulnerable adults in any kind of activity.
- The Trustees require all hirers to be over the age of 18 and that a responsible adult will be present throughout any event for under 18s.
- The Trustees make hirers aware that alcohol may not be sold at the hall without first obtaining permission from the management committee to apply for a TEN Licence from Guildford Borough Council, and then only in compliance with the requirements of any such licence granted to them.
- Hirers must ensure that they comply with all legislation relevant to their activities, including legislation covering age-related activities.



## QUICK REFERENCE ACTION SUMMARY

If you suspect someone is being harmed, don't ignore it, report it

If you are concerned about the safety of a **vulnerable adult** you can contact the  
Surrey Multi Agency Safeguarding Hub (MASH)

Tel: 0300 470 9100

Email: [ascmash@surreycc.gov.uk](mailto:ascmash@surreycc.gov.uk)

or complete the online [MASH Referral Form](#)

If you are concerned about the safety of a **child or young person** you can contact the  
Surrey Children's Single Point of Access (C-SPA).

Availability: 9am to 5pm, Monday to Friday

Phone: 0300 470 9100

Email: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

Complete a [EFR Request for Support Form](#)

Out of hours phone: 01483 517898 to speak to the emergency duty team.

**In an emergency dial 999 for the police**

**Normandy Village Hall CIO**

**Reviewed March 2023**