

**PORLOCK VILLAGE HALL**  
**Registered Charity Number 304614**

**SAFEGUARDING POLICY**

**Named Person/Safeguarding Lead: Sarah Shorten – sarah@stackedwonky.com:  
07905 961436**

**[NSPCC Child Protection Helpline 0808 800 5000 for advice and guidance]**

## **1. Purpose**

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

This policy defines how Porlock Village Hall Management Committee 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, staff and volunteers. This policy will also be used to support their work.

## **2. Definitions**

**Children and young people** are defined as those persons aged under 18 years old.

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 paragraph 14.2 of the Care Act 2015:

- 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.

## **3. Persons affected**

- All staff, trustees and volunteers.
- All those attending any activity or service that is being delivered from Porlock Village Hall.
- All visitors and contractors.

## **4. Policy principles**

There can be no excuses for not taking all reasonable action to protect children, young people and adults at risk of abuse, exploitation, radicalisation, and mistreatment. 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.

The Management Committee has a zero-tolerance approach to abuse.

The Management Committee 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.

The Management Committee is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. This policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

The Management 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 abuses
- 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 named Safeguarding Lead and external authorities and dealt with swiftly and appropriately.

## 5. Procedures

- a. All members of the Management Committee will have signed the Trustee Statement of Eligibility form for trustees which includes a declaration that they have no convictions in relation to abuse.
- b. All members of the Management Committee should familiarise themselves with safeguarding responsibilities, undertake industry-standard training on safeguarding issues including whistleblowing where it is available **and** ensure that they understand the principles set out in this policy. A log of training activities will be maintained by the Management Committee.
- c. All members of the Management Committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed. No trustee, staff or volunteer will have unsupervised access to children, young people or adults at risk as part of their work.
- d. A member of the Management Committee will be appointed "Safeguarding Lead" to be responsible for child, young people and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to any relevant safeguarding agency or external authorities.

The named Safeguarding Lead is Sarah Shorten: [sarah@stackedwonky.com](mailto:sarah@stackedwonky.com) – 07905 961436

The named Deputy Safeguarding Lead is Richard Mayhew: [R\\_A\\_Mayhew@msn.com](mailto:R_A_Mayhew@msn.com) - 07779 268841

- e. All suspicions or allegations of abuse against a child, young person or adult at risk will be taken seriously and dealt with speedily and appropriately. An allegation may relate to a person who works with children, young person or adult at risk who has:
  - behaved in a way that has harmed a child, young person or adult at risk or may have harmed a child, young person or adult at risk
  - possibly committed a criminal offence against or related to a child, young person or adult at risk; or
  - behaved towards a child or children, young person or adult at risk in a way that indicates they may pose a risk of harm to children.
- f. Any concerns about a child, young person or vulnerable adult must be passed to the Safeguarding Lead as soon as possible. If the named person is not available, these should be passed to the Deputy Safeguarding Lead. The Safeguarding Lead will then make a decision as to

further action, depending upon the report raised and following guidance and training previously attained.

- g. If neither person is available, any other Committee Member or person reporting the concern, if the matter is urgent, should contact the Police directly. It is also possible to contact NSPCC Child Protection Helpline [0808 800 5000] for advice and guidance. As a last resort, it is possible to contact Social Services locally.
- h. The Safeguarding Lead will keep a record of reported suspicions, concerns or allegations, including everything that was said and all actions taken, in a secure logbook. This should be kept in accordance with best practice confidentiality procedures and any hard copy stored in a locked personnel file. These records will be retained by the Management Committee indefinitely.
- i. The Management Committee will ensure that all hirers of the hall have access to Porlock Village Hall Terms and Conditions of Hire. These require all hirers who wish to use the hall for activities which include children, young people 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.
- j. The Management Committee will carry out an annual review of this policy.

Approved by PVH Management Committee 30 June 2025