

ABERFFRAW VILLAGE HALL

SAFEGUARDING & CHILD PROTECTION POLICY

Reviewed:

Next review due:

Safeguarding and Child Protection Policy

Aberffraw Village Hall acknowledges the duty of care to safeguard and promote the welfare, especially children, young people and vulnerable adults. It is committed to ensuring safeguarding practice reflects statutory responsibilities and government guidance, complying with best practices and Anglesey County Council requirements.

Aberffraw Village Hall believes that it is always unacceptable for anyone, particularly a child, young person or vulnerable adult, to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all its volunteers, including children and young people, by a commitment to practice what protects them.

Our Designated Safeguarding Lead (DSL) is Sara Spinks.

We recognise that:

- The welfare of children (up to the age of 18 years) and vulnerable adults is paramount at all times.
- Everyone, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, has the right to equal protection from all types of harm or abuse.
- Partnerships with early years settings, schools, colleges, other agencies, their staff and volunteers, children, and their families are essential in promoting and embedding this policy.

What is safeguarding?

Safeguarding is the action taken to promote the welfare of everyone, particularly children and vulnerable adults, and protect them from harm.

Safeguarding means:

- Protecting everyone from abuse and maltreatment
- Protecting children from abuse and maltreatment
- Preventing harm to everyone's health but especially children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes.

Child and young adult protection are part of the safeguarding process. It focuses on protecting individual children and young adults identified as suffering or likely to suffer significant harm. This includes child protection procedures, which detail how to respond to concerns about a child.

Safeguarding children and child protection guidance and legislation apply to all children up to the age of 18.

The purpose of the policy:

- Protect the children, young or vulnerable adults receiving Aberffraw Village Hall's services.
- To guide staff and volunteers on procedures they should adopt if they suspect a child, young, or vulnerable adult may be experiencing or be at risk of harm.

NB: This policy applies to all staff, including permanent, casual or volunteers, regardless of their role that works on behalf of Aberffraw Village Hall.

We will seek to safeguard everyone but especially children and young and/or vulnerable adults by:

- Valuing them, listening to and respecting them
- Adopting safeguarding guidelines and best practices through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about safeguarding and best practice
- Sharing information about concerns with the appropriate agencies in a confidential manner
- Providing effective management for staff and volunteers through supervision, support and ongoing training

Safeguarding is everyone's responsibility.

Safeguarding children and vulnerable adults is a part of the wider role of safeguarding and promoting welfare. As employees and/or volunteers, everyone is responsible for safeguarding children and vulnerable adults and promoting their welfare.

Roles and responsibilities

All staff and volunteers should ensure that they read this policy and its procedures and understand the standards expected of them and their responsibilities. All staff are responsible for ensuring the safety and welfare of children and young people and taking appropriate steps (including those set out in this policy and the procedures) to ensure that suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately.

The Designated Safeguarding Lead (DSL) and the Aberffraw Village Hall Board are responsible for implementing the Safeguarding of Children and Young Adults Protection policy and any required investigations and case management.

Aberffraw Village Hall is fully committed to annually reviewing our policy and best practice. This will include checking telephone numbers, the accuracy of personnel details, and any updates required by a local or national policy change.

Working Procedures

All members of the **Board** will have a DBS certificate. No member of the Board or volunteer should work alone with a child or vulnerable adult, even if it means work designated cannot be carried out. A workgroup should normally be a minimum of 3 people. (Except in an emergency). This includes giving lifts. The ratio of adults to children should be a minimum of 1:10 for children over 8 years of age. Children under 8 years of age should be accompanied by a parent/carer at all times. All leaders and assistants working with children (under 18 years of age) should have a current DBS certificate, which should be available to the Aberffraw Village Hall board.

Reporting Procedures

What to do if you have concerns about a child or young adult.

You may have concerns about a child or young adult because of something you have seen or heard, or a child or young adult may choose to disclose something to you. If a child discloses information to you, you should:

- **Not** to promise confidentiality; you have a duty to share this information and refer it to the Aberffraw Village Hall Board.
- **Listen** to what is being said without displaying shock or disbelief.
- **Accept** what is said.
- **Reassure** the child or young adult, but only as far as is honest, don't make promises you may not be able to keep, e.g., 'Everything will be all right 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; your responsibility is not to investigate.
- **Do** not ask leading questions (e.g., 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 staff member.
- **Explain** what you must do next and whom you must talk to.
- **Take** notes, or write up your conversation as soon as possible afterwards-verbatim where possible.
- **Record** statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, discuss them with the Designated Safeguarding Lead (DSL) or a designated staff member.

You will be asked to provide as much information as possible. Such as the child or young adult's full name, date of birth, address, and any disabilities the child may have, details

of the parents, carers or guardians. Do not be concerned if you do not have all these details; you should still make the call.

You should follow up on the verbal referral in writing within 48 hours.

Allegations Involving Members of Staff/Volunteer

Aberffraw Village Hall is committed to having effective recruitment and human resources procedures, including checking all staff and volunteers to ensure they are safe working with children and young people. Where appropriate, key staff involved in recruitment processes will undertake Safer Recruitment Training.

However, there may still be occasions when an allegation is made against a staff member or volunteer. Whether paid or unpaid, allegations against those who work with children cover various circumstances.

All allegations of abuse of children or young adults by those who work with children or care for them must be taken seriously. All reports of allegations must be submitted within one working day to The Designated Safeguarding Lead (DSL).

The following procedure should be applied in all situations where it is alleged that a person who works with children has:

- Behaved in a way which has harmed a child or young adult;
- Possibly committed a criminal offence against or related to a child or young adult;
- Behaved towards a child, children or young adult(s) in a way which indicates that they are unsuitable to work with children.

The allegations may relate to the person's behaviour at work, home, or another setting.

The Designated Safeguarding Lead (DSL) will discuss the matter to determine what steps should be taken and, where necessary, obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded, whether a referral to the appropriate authorities is required and/or whether disciplinary action is appropriate.

Some allegations will be so serious as to require immediate referral to Social Services and the Police. Still, common sense and judgment must be applied in deciding what action to take.

Suppose the allegation is not patently false, and there is cause to suspect that a child or young adult is suffering or is likely to suffer '*significant harm*'. In that case, the Designated Safeguarding Lead (DSL) will immediately refer the matter to Anglesey Social Services.

Some allegations may be less serious and, at first sight, may not warrant consideration of a police investigation or enquiries by Anglesey Social Services. However, it is essential to ensure that even apparently less serious allegations are followed up and examined

objectively by someone independent of Aberffraw Village Hall. Consequently, the Designated Safeguarding Lead (DSL) should be informed of all allegations that come to the Board's attention and appear to come within the scope of this procedure so that they can consult Police and social care colleagues as appropriate.

Where such allegations are made, consideration must be given to the following three strands:

1. The police investigation of a possible criminal offence;
2. Enquiries and assessment by Children's Social Care Services as to whether the child requires protection or is in need of services;
3. Consideration by an employer of disciplinary action in respect of the individual.