[](https://www.catisfieldmemorialhall.co.uk/)

Safeguarding Children & Vulnerable Adults Policy

# General

The Management Committee recognises and accepts its responsibility to ensure that activities which take place in the Hall provide for the protection of children and vulnerable adults who use the facility.

# Safeguarding

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The Management Committee acknowledges its responsibility to safeguard the well-being of every person in our community whatever their age, who use the facilities of the hall. They recognise that it is the responsibility of each one of us to prevent physical, sexual or emotional abuse of children and vulnerable members in our community. It is the duty of all those who work with children, young people and vulnerable adults to prevent harm and abuse of every kind and to report any abuse discovered or suspected.

# Understanding the need for Child Protection Procedures

The Management Committee understand the need for these procedures in all aspects of work with children. Many organisations use the hall for activities involving children and vulnerable adults which would be seen as ‘Regulated’ activities in terms of the SAFEGUARDING VULNERABLE GROUPS ACT 2006 and therefore these groups will required to have appropriate safeguarding policies, part of which is likely to include the use of DBS disclosures in staff and volunteer recruitment. The Safe From Harm guidance provides a suitable framework for procedures for voluntary groups (see appendix A)

# User Groups, Clubs & Private Organisations

will require groups Collected for specific, explicit and legitimate purposes and nor further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

* Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
* Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
* Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
* Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

CHARITY means Catisfield Memorial Hall is a registered charity

GDPR means the General Data Protection Regulation.

RESPONSIBLE PERSON means THE CURRENT CHAIRMAN is the person responsible for date protection within the Charity.

REGISTER OF SYSTEMS means a register of all systems or contexts in which personal data is processed by the Charity.

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Groups, clubs and private organisations will be required to have a written and agreed child protection policy that is satisfactory to the Management Committee. A copy of the policy must be provided to the Booking Secretary The policy will include risk management and recruitment processes that when appropriate include CRB disclosures. The Leader/Chair or owner of the organisation, who appoints other staff, will be required to obtain a DBS disclosure to the satisfaction of the Management Committee prior to undertaking activities.

The Management Committee will satisfy themselves that user groups etc. have satisfactory protection policies in place and may refer such policies to external expert review if no suitable expertise is to be found within their ranks.

# Private Parties

This policy applies to all personal data processed by the Charity.

The Responsible Person shall take responsibility for the Charity’s ongoing compliance with this policy.

This policy shall be reviewed annually.

The Charity shall register with the Information Commissioner’s Office as an organisation that processes personal data.

* To ensure its processing of data is lawful, fair and transparent, the Charity shall maintain a Register of Systems.
* The Register of Systems shall be reviewed annually.
* Individuals have the right to access their personal data and any such requests made to the charity shall be dealt with in a timely manner.

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The hire arrangements for parties are written so that they take account of child protection matters.

# Definitions

1. **Children** – anyone under 18 years of age.
2. **Vulnerable adults** – this can be as wide as anyone on medication.

Leaders of groups may consider some/all group members as vulnerable adults if they could be at risk because they are significantly reliant on the support of others to attend and benefit from the group’s activities.

The legal definition is found in the Police Act 1997 (Enhanced Criminal Record Certificates) (Protection of Vulnerable Adults) Regulations 2000

At Catisfield Memorial Hall, a vulnerable adult is defined as:

1. A person aged over 18 who is receiving services of any of the following:
   * Accommodation and nursing or personal care in a care home.
   * Personal care or nursing or support to live independently in their own home.
   * Any services provided by an independent hospital, independent clinic, independent medical agency or NHS body.
   * Social care services i.e. any services provided in an establishment catering for a person with learning difficulties and in consequence of a condition of a type listed below:
     + A learning or physical disability
     + A physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs.
     + A reduction in physical or mental capacity.
2. A person aged over 18 who has a disability of a type listed below:

* A dependency upon others in the performance of, or a requirement for assistance in the performance of basic, physical functions.
* Severe impairment in the ability to communicate with others.
* Impairment in a person’s ability to protect themselves from assault, abuse or neglect.

# Appendix 1

**Safe from Harm (1993)**

**Summary Recommendations**

In order to safeguard the welfare of the children and young people in their charge, voluntary organisations should consider the issues raised by each of the following statements of principle and then, if they wish to do so, take any action which they deem to be appropriate in the light of their circumstances and structures, and the nature of their activities.

1. Adopt a policy statement on safeguarding the welfare of children.
2. Plan the work of the organisation to minimise situations where the abuse of children may occur.
3. Introduce a system whereby children may talk with an independent person.
4. Apply agreed procedures for protecting children to all paid staff and volunteers.
5. Give all paid staff and volunteers clear roles.
6. Use supervision as a means of protecting children.
7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
8. Gain at least one reference from a person who has experience of the applicant’s paid work or volunteering with children.
9. Explore each applicant’s experience of working or contact with children in an interview before appointment.
10. Find out whether applicants have any convictions for criminal offences against children.
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discovery of abuse.
13. Train paid staff and volunteers, their line managers or supervisors, and policy makers in the prevention of child abuse.

Safe from Harm was published by the Home Office. Each of the sections above is expanded to give useful guidance for most voluntary organisations.

# Change Record

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