

St Dogmaels Memorial Hall/Neuadd Goffa St Dogmaels Safe Guarding Policy

Why is this policy necessary?

St Dogmaels Memorial Hall is committed towards safeguarding and supporting the welfare of our local community through the range of activities that are offered at the Hall. This policy applies to all users of, and activities in St Dogmaels Memorial Hall.

It is important that everyone understands their responsibilities in relation to the safeguarding of children, young people and vulnerable adults.

Everyone has the right to be safe. This means that they should be free to live their lives free of abuse or from risk of abuse.

In Wales we have laws that protect people from abuse

- children and young people are protected under the All Wales Child Protection Procedure 2008 and the Children's Act 2004
- Vulnerable adults are protected under the Wales Safeguarding Procedure and the Social Services and Well-being act 2014

1. The purpose of this policy is to:

- Protect children and young people who receive services or attend activities at St. Dogmaels Memorial Hall
- Protect vulnerable adults who receive services or attend activities at Saint Dogmaels Memorial Hall
- Provide the Trustees, events and activity organisers, staff and volunteers with the overarching principles that guide our approach to Safeguarding and child protection

1.1 St Dogmaels Memorial Hall aims to provide a safe and secure venue for a range of services, activities and events. The management committee recognises the importance of ensuring the safeguarding and welfare of all users of the hall

1.2 This policy is made available to all adults who used the hall for any activities including those who run events or activities on behalf of the Trustees. In most cases children will be accompanied by an adult [a parent or carer], who will take responsibility for them. Young people, [defined as secondary school age or above for the purposes of this policy] are more likely to attend on their own. Vulnerable adults may attend activities independently and may need additional protection accordingly.

1.3 This policy includes child and adult protection procedures and whistle blowing.

1.4 The management committee is committed to ensure that robust safeguards are in place, that policies and procedures are current and fit for purpose, and that complaints are investigated and handled promptly efficiently sensitively and without fear or favour.

1.5 Enquiries about the operation of this policy may be made in the first instance to the Hall Secretary Jacqui Kinsey at Memorialhallbookings@btinternet.com.

Safeguarding policies are subject to annual review and the procedures are updated as an when necessary, (i.e. when regulations or recommendations change in the light of any case reviews).

2. Procedures for Safeguarding

2.1 Groups and individuals hiring the hall are responsible for their own safeguarding arrangements the Halls only responsibility is to ensure that any hirer who runs events or activities specifically for Children, Young people or Vulnerable adults, maintain the required levels of disclosure supervision and have appropriate training. Organisers of activities attended by vulnerable persons must have appropriate measures in place to ensure sufficient protection is afforded to those persons. Organisers of such activities must disclose those measures to the Memorial Hall upon

request. Use of Saint Dogmaels Memorial Hall may be refused where adequate protection for such vulnerable groups cannot be demonstrated to the management committee's reasonable satisfaction.

2.2 If any user of the Hall has concerns about the behaviour or actions of anyone associated with the Hall they should immediately inform the named person in their group initially responsible for Safeguarding and/or to the Hall secretary -Jacqui Kinsey at memorialhallbookings@btinternet.com or the chair of the management committee - Mike James at cllr.mike.james@gmail.com. Anyone acting in an unsafe or unwise manner may be subject to referral to the relevant authorities

2.3 Any concern disclosed to a user or hire the hall should be recorded by them as soon as practicable. Leading questions should not be asked but a clear factual written record made of what has been disclosed> All referrers should follow the following summary guidance

- record the time and date
- don't promise to keep what you're told a secret
- tell the child or young person what you will do next
- don't make promises you cannot keep

2.4 All disclosures should be immediately reported to the named safeguarded person for the hiring group who should as soon as possible inform the one of the persons listed in 2.2. above

2.5 Confidentiality cannot be promised in any case where an individual may be in danger of any form of abuse. Abuse can include physical, sexual, emotional or neglect (See below for further information). St Dogmaels Memorial Hall may without reference to any person seek assistance from or make referral to any competent authority for them to advise or take appropriate further action, with the adult responsible for the individual who has made a disclosure being notified if appropriate.

2.6 Persons making relevant disclosures to Saint Dogmaels village hall must cooperate fully with the Hall and any competent authority in dealing with investigations into complaints, must follow appropriate recommendations and carry out any recommended further actions.

3. Whistle blowing policy

3.1 The Hall Management Committee will under this Whistle Blowing Policy protect any individual making a referral. Should the individual making the referral feel that insufficient action/follow-up has taken place they should inform the Chairperson of the Management Committee without fear of repercussion

3.2 Procedures for whistle blowing include:

- Protecting those who make referrals under the whistle blowing policy and procedures so that there is a culture of informing without reprisal or negative consequence.
- As far as possible protecting the anonymity of the whistleblower, [except where so doing could endanger another individual].
- Keeping accurate records

This policy will be accessible to all Hall users via the Hall website with a hard copy attached to the Notice Board.

This policy will be reviewed and updated as necessary on an annual basis.

This policy was agreed by the Committee on And will be reviewed on

Further supporting information

Forms of abuse

Abuse can include violent/physical abuse, emotional abuse, financial abuse, sexual abuse, neglect and self-neglect. It can also include domestic abuse, elder abuse, child abuse, modern slavery and hate crime.

What to look out for

Physical abuse

Physical abuse is not always easy to spot this could be because people try to cover up their injuries by wearing scarves or they may make up an excuse for an injury like saying they fell or walked into a door. Look out for bruising particularly on the wrists or upper arms or signs are being smacked on the upper legs.

Emotional abuse

People who are being emotionally abused will often lack confidence be withdrawn and often appear sad and depressed. Their behaviour will often change when their abuser is around and they may become subservient and even more withdrawn. Emotional abuse can include name calling being made to feel that you're worthless and being constantly teased. It can also include coercive and controlling behaviour so look out for someone who appears to be under pressure to do things they don't look happy about.

Financial abuse

This is more common with vulnerable adults. Signs to look out for include people saying they don't have any money themselves to buy a coffee or a snack. Look out for signs of inappropriate clothing their clothes may be too small or in poor condition.

Sexual abuse

This is often very difficult to identify but look out for signs of someone who is fearful of personal contact with others. You may also notice changes in their behaviour for example they may become moody, angry, withdrawn or clingy. They may also appear tired because they have started having difficulties sleeping.

Neglect/Self neglect

Children, young people and adults are often cared for by a person in a trusted position whether as a parent, a family member or a paid carer. If you think their basic needs are not being met then you should raise a concern. This could include them appearing to be hungry or thirsty on a regular basis looking dirty or unkempt or reporting being in pain because they have not had access to their medication.

In all cases if you are worried you should report your concerns to the named person of their group who has initial responsibility for safe guarding.

Reporting concerns

The duty to report

If you become aware that a child or a young person is being hurt in any way or at risk of being hurt then you have a legal duty to report your concerns so that an investigation can take place.

Whilst all committee members and volunteers are over the age of 16, children and young people do attend events at the hall so it is important that all are familiar with what to do should they spot anything that causes a concern.

With regards to adults you only have a duty to report if the person you're concerned about is classed as vulnerable i.e. they need the care and support from others. But if you are worried about someone's safety then it is good practise to report your concerns to the safeguarding officer so that appropriate action can be taken.

If you feel that the person you're concerned about is an immediate danger ie that they could be seriously harmed or there is risk to life then you should call the police on 999 to report your concerns.

This should be reported without delay and you do not have to get permission from the person you're concerned about to report your concerns. However if they are an adult you should tell them that you are worried about them and need to raise a concern. Even if they ask you not to report you do have a duty to report your concern. Do not feel you are breaching confidentiality; you have to report a concern and as long as this through the appropriate channels you are following procedure.

Do not attempt any investigation yourself and do not confront any alleged abuser. This is to protect yourself and others involved in the case.

What to report

It is important that only facts and not speculation are reported. If you see something or hear something that worries you write it down as soon as you can. What exactly did you see or hear? Who said it? This could be either the victim or the alleged perpetrator who says something that worries you.

You need to provide names of the people involved (if known)

What type of abuse you suspect

Dates and times this occurred(if known)

You may be asked to write a written report of the alleged act as part of the evidence gathering procedure.

Don't dismiss what you heard or saw – take it seriously. Do not ask lots of questions, you are only there to report concerns you have seen, heard or been told by the alleged victim. Do not take third party referrals; if someone is telling you about someone they are worried about you should tell them it is their duty to report it. You should tell them how to do this. They could report through the DSL or directly through the police. Any information you obtain should be kept confidential and only discussed with the DSL or deputy DSL to avoid the spread of potentially harmful misinformation and to protect the validity of any investigation.

Once you have reported a concern you may or may not be involved further. You won't necessarily be informed of the outcome or even if any action was taken. Your role ends when you raise a concern.