



Ravenstone Village Hall

11 - Safeguarding Children Policy

The Trustees of Ravenstone Village Hall (RVH) recognise their duty of care as required by the Charity Commission and under the Children and Young Persons Act 1963, the Children Act 1989, and the Criminal Justice and Court Services Act 2000. The Trustees safeguarding policy and procedure are also congruent with the Leicestershire and Rutland Safeguarding Children Partnership Guidance. The RVH Trustees recognise that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. RVH Trustees are committed to a practice which protects children from harm. And accepts and recognise its responsibilities to develop awareness of the issues which cause children harm.

RVH Trustees believe that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- Hirers, Trustees and RVH Staff should be clear on how to respond appropriately.

All people using RVH will ensure that:

- All children will be treated equally and with respect and dignity.
- The duty of care to children will always be put first.

The RVH has a named Safeguarding Officer, who is in charge of ensuring that the safeguarding policy and procedures are adhered to.

1.2 The Safeguarding Officer is Mary Abbott and can be contacted on 07971 402206

This policy will be regularly monitored by the Trustees and will be subject to annual review.

2. Safeguarding Procedure

2.1 A child is defined as a person who has not reached their 18th Birthday

2.2 Responsibilities of Trustees/ Hirers/Staff of RVH

2.2.1 Hires of RVH

If the Hirer's primary role is to work with children they should have in place a robust Safeguarding Children Policy as required by their Governing Body.

2.2.2 General Hire of RVH where children are in attendance

The person responsible for organising the event should familiarise themselves with the policy and be the point of contact for any concerns raised during the event. The organiser should take responsibility for taking appropriate action.

2.2.3 The Trustees

Although not in attendance at hire events they have a responsibility to ensure that there are procedures in place to safeguard all children using the premises.

It is not the responsibility of the event organiser or the Trustees to decide whether a child has been abused or not. That is the responsibility of investigative statutory agencies such as Children's Social Care or the police. However keeping children safe is everybody's business and all Hirers, Trustees and Staff should know who to go to and how to report any concerns they may have about a child being harmed or at risk of being harmed.

3. Suspicion of Abuse

3.1 Basic indicators of abuse and types of abuse can be found at appendix 1

- Any person who sees, suspects or is informed of the abuse of a child while on RVH premises should make this known to the event organiser (see 2.4 above) who has responsibility for Safeguarding Children.

If it is suspected that the person with responsibility for organising the event is the source of the problem, concerns should be reported to the named Trustee above.

- A note of the concern should be made by the person identifying the concern for their own records of what they witnessed as well as their response.

4. Responding to a Concern

4.1 If you witness behaviour towards a child which causes you concern

Speak immediately to event organiser the person with responsibility for safeguarding children. They will provide advice as to the next steps to be taken. It is also the event organiser's responsibility to liaise with social care or the police.

4.2 If a child or adult confides in you that child abuse has taken place:

- Remain calm and in control but do not delay in taking action.
- Listen carefully to what has been said. Allow the person/child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it to yourself. Make it clear that you will need to share this information with others. Also make it clear that you will only tell the people who need to know and who should be able to help.

Reassure the child /person that 'they did the right thing' in telling someone.

- Tell the child /person what you are going to do next.
- Speak immediately to the event organiser they will provide advice as to the next steps to be taken.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's/person's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

5. Recording

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom. Where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

Further Information can be found on the Leicestershire and Rutland Safeguarding Children Partnership Website lrsb.org.uk.

Useful Contact Numbers:

Leicestershire Social Care: 0116 305 0005

Police Non – Emergency: 101

Police Emergency: 999