



SAFEGUARDING POLICY FOR ELLINGHAM VILLAGE HALL

February 2026

Policy Statement

Ellingham Village Hall is committed to protect children, young people and vulnerable people who enter our property from harm. We also have a duty to safeguard and support our trustees, volunteers, and staff.

Ellingham Village Hall charity recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk. We recognise our responsibility for the safety and care of children under the Children Act 1989 and 2004. We recognise that all citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998.

This policy provides staff and volunteers, as well as children, young people and their families, full knowledge of the overarching principles that guide our approach to child protection and safeguarding of vulnerable people.

This policy applies to anyone working on behalf of Ellingham Village Hall including the board of trustees, paid staff, volunteers, contractors or sessional workers.

This policy applies to all visitors attending any activity or service being delivered from Ellingham Village Hall Charity property.

Ellingham Village Hall Charity will encourage all committee members, trustees and support workers to undertake safeguarding training so that everyone can follow our policies, procedures and behaviour codes confidently and competently.

Definitions

Children and young people are defined as those under 18 years of age.

Vulnerable people are adults over 18 years old who may be elderly or at risk according to Section 42 of the Care Act 2014.

Policy Principles

The welfare of children and vulnerable people is paramount in all the work we do and in all the decisions we take.

We will work in partnership with children, young people, their parents, carers and other agencies in promoting young people's welfare and protecting them from harm.

We will listen to, value and respect all children and adults.

We recognise that all children and adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.

We understand that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Extra safeguards may be needed to keep children who are particularly vulnerable safe from abuse as well as those with additional needs such as disability, impairment, age or illness.

The welfare of the child, young person or adult at risk is paramount. Under our zero-tolerance policy Ellingham Village Hall charity is committed to responding immediately and effectively if concerns are raised. All suspicions and allegations of safeguarding violations will be reported to Ellingham Village Hall charity's Safeguarding Officer and to external authorities if appropriate. Any incidents will be dealt with swiftly and appropriately.

We are committed to reviewing our policy and good practice annually.

Procedures

All members of the committee will sign the Declaration of Acceptance of Office for trustees which includes a declaration that they have no convictions in relation to abuse.

All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training where appropriate on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation and ensure that they understand the principles set out in this policy.

All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.

All members of the committee will accept that Safeguarding is everyone's responsibility.

No member of the committee, helpers, workers or other volunteers will have unsupervised access to children or adults at risk at any time, for any reason. They must be appropriately vetted or accompanied by another responsible adult.

The hall committee will apply safeguarding responsibilities to recruitment practices by ensuring necessary checks are made.

A member of the committee will be appointed, as Safeguarding Officer, to be responsible for child and adult at risk safeguarding matters. The Safeguarding Officer will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

The appointed Safeguarding Officer will know who to contact and where to go for support and advice in relation to an allegation, a concern about the quality of care or practice or a complaint.

All data we hold will be stored securely in line with data protection legislation and guidelines.

Sharing or publishing images of children or vulnerable people whether online or in print is expressly forbidden without consent of the relevant guardian.

Allegations

Inappropriate behaviour towards children, young or vulnerable people (as well as other behaviours) may include, for example:

Behaving in a way that has resulted in physical harm of a person.

Committing a criminal offence towards a person.

Behaving in a way that poses a risk of harm, such as unsupervised access.

Sharing images or recordings without authorisation.

Sharing contact data held by Ellingham Village Hall.

Ellingham Village Hall Committee will ensure that all hirers sign a Hire Agreement. If hirers have their own Safeguarding Policy a copy must be sent, either paper or online, to the Committee. Otherwise all hirers (unless private functions for invitees only) must read and agree to comply with the principles and procedures of the EVH Safeguarding Policy.

Safeguarding Officer: Eileen Duncan Tel: 07508 591696 or 01665 589293

This policy will be reviewed in February 2027