

Safeguarding Training
Main Points for Trustees

ACRE definition of Safeguarding is

Safeguarding is the action to promote the welfare of children of other vulnerable groups and protect them from harm. Safeguarding is everyone's responsibility.

Role of the Safeguarding Lead

- Safeguarding Lead will be the main point of contact for hirers or anyone regarding safeguarding at the hall
- They will ensure that safe recruitment practices are in place
- that relevant DBS checks are carried out
- that all Trustees have signed the Declaration of Acceptance of Office
- that the hall's Hiring Agreement is in line with safeguarding principles and procedures
- The appointed person will also remind the committee about regular review of the hall's safeguarding policy

Trustees

- All Trustees have a collective responsibility for safeguarding
- Need to be aware of who is most vulnerable and protected by law
- Need to recognise signs of harm and abuse
- Ensure that there is useful information to help hall users on your hall noticeboard

What do halls need to have in Place

- Safeguarding Policy
- Code of conduct
- Hiring Agreement
- Trustee Statement of Eligibility
- A Reporting Procedure
- Recruitment process
- A Safeguarding Lead and a supporting committee

Responding to a safeguarding concern

- Always make sure the person speaking up feels they are being listened to and supported
- Don't promise to keep information confidential between you and them. Refer to and follow your organisation's policy and procedures to make sure information is only shared with people who need and have the right to know
- Ask for their consent to share the information – if they refuse and you are still worried that they or someone else is at risk of harm, you cannot wait for this consent. You must share this information with the person responsible for safeguarding in your organisation
- Write a clear statement of what you have been told, seen, or heard
- When you have been told something is wrong, don't go straight to the person who has been reported. Instead, tell the designated safeguarding Lead

How to Report

- If you think a child or vulnerable adult is in immediate danger call 999
- Otherwise go to OSCB (Oxfordshire Safeguarding Children's Board) Website for all other numbers <https://www.oscb.org.uk/concerned-about-a-child>
- Or the OSAB(Oxfordshire Safeguarding Adults Board) Website <https://www.osab.co.uk/how-to-report-concerns>
- You will need to complete the form for professionals
- There is also a Local Community Support Service <https://www.oscb.org.uk/practitioners-volunteers/locality-and-community-support-service-early-helping>
Hours 8.30-5.00pm (Mon-Thurs) 8.30-4pm (Fri)

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ACTIONS for Lead Trustee

- Develop a code of conduct (if we don't already have one)
- Revise contact numbers on Policy
- Explore possibility of creating a reporting format
- Consider further training
- Consider revising Hiring Agreement

Hiring Agreement

Paragraph on safeguarding that is included in our Hiring Agreement

Safeguarding

The hirer is responsible for ensuring compliance with safeguarding procedures and legislation relating to children and vulnerable adults. If children or vulnerable adults are present at an event the hirer shall comply with current legislation and ensure only fit and proper persons have access to the children or vulnerable adults. A copy of the Trust's safeguarding policy is available on the village website and is posted on the notice board inside the main hall.

Paragraph from ACRE Model Hiring Agreement

Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. **When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).**

However we need to exclude from this the hire for private parties arranged for invited friends and family.

Annabel Brown 4.8.21