**Iron Acton Parish Hall**

**Safeguarding Policy**

Safeguarding is the action taken to promote the welfare of children and adults at risk within the community.

**‘Safeguarding is everyone’s responsibility.’**

This policy is in place to protect all children and adults at risk regardless of age, gender, ethnicity, disability, sexuality, religion or faith.

IAPH provides a safe and welcoming space for all members of the community hiring and using the facilities. IAPH is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

The purpose of this policy is:

* to protect children and adults at risk who attend events or use the services being delivered from IAPH.
* to provide staff and volunteers, as well as children and young people and their families and adults at risk, with the overarching principles that guide our approach to child protection.
* This policy applies to anyone working on behalf of IAPH, including the board of trustees, paid staff, volunteers, sessional workers, agency staff, students and any hirers of the hall.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and adults at risk in England. All trustees and users of IAPH are committed to working together to respect the rights of children and adults at risk in accordance with the duty of care requirements as provided for in the Children Act 1989 and 2004, the Children and Young Persons Act 1963, the Criminal Justice and Court Services Act 2000, Working Together to Safeguard Children 2013 and Working Together 2018 and the Care Act 2014.

We have a duty of care to the protection and safety of everyone who enters our premises including children, young people and adults at risk as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees and staff.

The welfare of children and adults at risk is paramount and is the responsibility of everyone.

All children and adults at risk, without exception, have the right to protection from abuse whether physical, psychological, sexual, neglect, or financial.

We expect the hirers and users of the hall to adopt the principles and practice as set out in this Safeguarding Policy and associated procedures.

**Commitment**

In order to implement this policy IAPH will ensure that:

* All trustees and staff are aware of this policy and the safeguarding procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of a child or adult.
* All hirers of the hall (regular and one – off bookings) are aware of this policy through the Booking Terms & Conditions and understand that by hiring the hall they are agreeing to adhere to the hall’s safeguarding principles and procedures.
* Any concern that a child or adult is not safe is taken seriously and followed up in line with IAPH Safeguarding Policy and Procedures.
* Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures.
* IAPH will cooperate with the Police and the relevant Local Authorities in taking action to safeguard.
* All trustees and associated hirers of the understand their role and responsibility for safeguarding children and adults at risk and have completed and are up to date with safeguarding training appropriate for their role.
* The IAPH nominated and named Safeguarding Representative to whom any suspicions or concerns should be reported is Annie Smith, [safeguarding@ironactonparishhall.co.uk](mailto:safeguarding@ironactonparishhall.co.uk) or 07716 877 148.

6. The trustees will undertake to keep the premises safe for use by children and adults at risk. The trustees recognise that a higher standard of safety is required where use is made by small children.

7. Where necessary, hirers of the hall will be expected to show relevant documentation (for example; DBS checks, Safeguarding Policies, Public Liability Insurance), prior to the first booking.

Procedures

1. All trustees will sign the Declaration of Acceptance of Office for trustees which includes a declaration that they have no convictions in relation to abuse.
2. All committee members will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
3. The nominated Safeguarding Representative will attend regular safeguarding training, when necessary.
4. New trustees will be given an induction to this policy and understand their responsibilities.
5. Any Safeguarding concerns will be reported to our Safeguarding lead.
6. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or adults at risk. Appropriate supervision will be arranged if necessary.
7. If the premises is used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and adults at risk are supervised when using toilets.
8. A copy of this policy is available to view on our website.

**Associated Policies:** Health & Safety Policy, Booking Terms & Conditions and

Equal Opportunities & Diversity Policy.