

# **The Winn Memorial Parish Hall CIO SAFEGUARDING POLICY**

## **1. Definitions**

1.1 “Charity” means The Winn Memorial Parish Hall CIO.

1.2 “Trustee” means a trustee of the Charity.

1.3 “Children and Young People” mean persons aged under 18 years.

1.4 “Adult at Risk” means a person aged 18 years or over who is at risk of abuse or neglect because of their need for care and support, whether or not they are receiving care or support from a health or care service.

1.5 “Vulnerable Persons” mean Children and Young People and Adults at Risk.

1.6 “Charity’s Management Committee” means the management committee to which the Trustees have delegated the day-to-day management of The Winn Hall.

1.7 “Charity Representative” means a Trustee, a member of the Charity’s Management Committee, any employee of the Charity or person providing services to the Charity on a regular basis, and any volunteer assisting the Charity.

1.8 “The Winn Hall” means the premises owned by the Charity comprising The Winn Memorial Parish Hall, and including The Nugent Room and the car park.

1.9 “DBS” means the Disclosure and Barring Service.

## **2. Purpose of this Policy**

The purpose of this Policy is to set out the Charity’s approach and procedures for the safeguarding of Vulnerable Persons who use The Winn Hall, and for the reporting of any concerns or safeguarding incidents.

## **3. Policy Principles**

3.1 The welfare and safeguarding of Vulnerable Persons who use The Winn Hall is primarily the responsibility of the hirer and those persons supervising/assisting the Vulnerable Persons. All Charity Representatives are required to be aware of the importance of the safeguarding of such Persons and to report any instances of abuse or neglect, or any concerns regarding the welfare of the Vulnerable Persons.

3.2 All Vulnerable Persons have the right to protection from all forms of abuse and neglect.

#### **4. Policy Statements**

4.1 The Charity will not tolerate the abuse or neglect of Vulnerable Persons within The Winn Hall.

4.2 Charity Representatives are required to ensure that all Vulnerable Persons are adequately supervised whilst in the Winn Hall by appropriate persons, suitably vetted and trained if required.

4.3 Any allegations or incidents of abuse or neglect of a Vulnerable Person must be promptly reported to the Surrey Safeguarding Adults Board or the Surrey Children's Single Point of Access. The contact details are given at the end of this Policy.

4.4 A Trustee of the Charity will be nominated to be responsible for implementing and monitoring this Policy and to whom any safeguarding incidents or concerns must be reported. The current nominee is Mr Timothy Bailey, who can be contacted by email to [t.r.bailey@btinternet.com](mailto:t.r.bailey@btinternet.com) and by telephone on 07980 722076.

4.5 The Charity will endeavour to keep The Winn Hall safe at all times for use by Vulnerable Persons. The Charity recognises that a higher standard of safety may be required where use is made of the Winn Hall by those who cannot read safety notices and by physically disabled Vulnerable Persons and will act accordingly to ensure such standards are met.

4.6 The Conditions of Hire for The Winn Hall will include the following condition relating to safeguarding:

“A Hirer who intends using The Winn Hall for an activity (other than a private party for invited family and friends) which includes, or is likely to include, Vulnerable Persons:

(i) will be responsible for the welfare and safeguarding of such Vulnerable Persons while using The Winn Hall;

(ii) must on request, provide a copy of their safeguarding policy, details of the activity and method of supervision of Vulnerable Persons and evidence that all relevant safeguarding measures, including any necessary DBS checks, have been carried out; and

(iii) must comply with the relevant provisions of the Charity's Safeguarding Policy, a copy of which has been published on the Charity's website, including, in particular, the obligation to report any safeguarding incidents or concerns.”

4.7 Contractors engaged to carry out work at The Winn Hall will not at any time be allowed unsupervised access to Vulnerable Persons.

## **5. Procedures**

5.1 All Charity Representatives will be made aware of this Policy, and a copy will be displayed on the Charity's website and made available on request to hirers of The Winn Hall.

5.2 A Register will be kept of all hirers or users of the Winn Hall where it is known, or very likely, that Vulnerable Persons will be present. The register will contain details of the Vulnerable Persons, their supervision and activities, any special safety or other requirements, and details of any checks or evidence requested. Any safeguarding incidents or concerns will be noted in the Register.

5.3 All Charity Representatives will be given information about the protection of Vulnerable Persons and will be encouraged to undertake appropriate safeguarding training where necessary.

5.4 A review of this Policy and the Register by the Trustees will be carried out at least every 12 months.

### **Contact information:**

#### **Surrey Safeguarding Adults Board (SSAB)**

[www.surreysab.org.uk](http://www.surreysab.org.uk)

To contact the Multi Agency Safeguarding Hub (MASH) of the SSAB:

Telephone: 0300 470 9100

Email: [ascmash@surreycc.gov.uk](mailto:ascmash@surreycc.gov.uk)

Post: Surrey MASH for Adults, Quadrant Court, 35 Guildford Road, Woking, Surrey.  
GU22 7QQ

#### **Children's Single Point of Access (C-SPA)**

Telephone: 0300 470 9100

Out of hours telephone: 01483 517898 to speak to the emergency duty team

E mail: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

In an emergency always dial 999 for the police.