

- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

#### **4. Procedures**

- A. 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.
- B. 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 at 3 above.
- C. All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- D. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
- E. The hall committee will follow safe recruitment practices.
- F. As part of our safeguarding policy contractors are only allowed on site when there are children or adults at risk present, if they are:
  - Accompanied at all times by a Trustee
  - The group hiring the hall has been fully informed
  - The contractor is at the hall because of an emergency, which is a safety issue
  - Children and adults at risk will be prevented from accessing the area.

#### **Contact details:**

Devon Safeguarding Children Partnership / Devon Safeguarding Adults Board  
 Local Authority Designated Officer (LADO) – for children and young people  
 NSPCC  
 Helpline  
 Childline  
 Elder Abuse

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

- H. The named person is Jane Abbey.

- I. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person 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. An allegation may relate to a person who works with children or adults at risk who has:

- Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
- Possibly committed a criminal offence against, or related to, a child or adult at risk; or