

Northlew & Ashbury Victory Hall

Northlew Victory Hall, Station Road, Northlew,
Okehampton, Devon, EX20 3NP

Tel: 01409 221225

07815 418 126

E-mail: nvh.reservations@gmail.com

Last reviewed: 4th June 2026

Safeguarding Policy

Northlew Victory Hall makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Northlew Victory Hall comes into contact with vulnerable adults and children through the services it and hall hirers provide.

This policy seeks to ensure that Northlew Victory Hall undertakes its responsibilities with regard to protection of vulnerable adults and children and will respond to concerns appropriately. The policy establishes a framework to support Trustees, committee members and staff (paid or unpaid) in their practices and clarifies the organisation's expectations.

Legislation:

The principal pieces of legislation governing this policy are:

- Care Act 2014
- London Multi-Agency Adult Safeguarding Policy and Procedures
- Children Act 1989

Definitions:

Safeguarding is about embedding practices throughout the organisation to ensure the protection of vulnerable adults and children wherever possible and responding to circumstances that arise.

Abuse can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:

- Physical abuse
- Domestic violence and Domestic abuse
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or abuse. This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Definition of a Child

A child is a person under the age of 18.

Responsibilities

All Trustees, committee members and staff (paid or unpaid) have a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all Trustees, committee members and staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional specific responsibilities

Trustees have responsibility to ensure:

- The policy is in place and appropriate
- The policy is accessible
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented

The Designated Lead Officer is Kaitlyn O'Connell. This person's responsibilities are:

- To implement the policy
- To monitor and review the policy
- Promoting the welfare of vulnerable adults and children
- Ensuring Trustees, committee members and staff (paid or unpaid), have access to appropriate training/information
- To receive concerns about safeguarding and respond to all seriously, swiftly and appropriately
- To keep up to date with local arrangements for safeguarding
- To take forward concerns about responses

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

- Risk assessment (Mitigating risk to Trustees, committee members, staff and hall users.)
- Data protection (how records are stored and access to those records)
- Trustee, committee member and volunteer induction and training

Northlew Victory Hall remains committed to preventing unsuitable persons from coming into contact with vulnerable adults and children during hall hire time. As such, no unauthorised trustees, committee members or staff (paid or unpaid) without an enhanced DBS will be permitted onto the premises during the hire time, unless in an emergency.

For events organised by Northlew Victory Hall whereby children are present, they must be accompanied by a responsible adult.

Hall hirers who work with vulnerable adults and children on the premises are required to source with own DBS to adhere to this safeguarding policy.

Communications, training and support for Trustees, committee members and staff

Northlew Victory Hall commits resources for induction, training of Trustees, committee members and staff (paid or unpaid), effective communications and support mechanisms in relation to Safeguarding.

Induction and training will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, and the role of Designated Lead Officer (and who acts in their absence)

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Appears as a regular agenda item at the bi-monthly committee meetings
- Provision of clear and effective reporting procedure which encourages reporting of concerns
- Encouraging open discussion to identify any barriers to reporting so that they can be addressed
- Annual reminders to Trustees, committee members and staff (paid or unpaid) of the safeguarding policy and procedures

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for Trustees, committee members and staff (paid or unpaid) so that they can reflect on the issues they have dealt with.
- Signposting to further support as appropriate e.g. counselling.
- Staff who has initiated protection concerns will be contacted by the Designated Lead Officer within 1 week

Professional boundaries

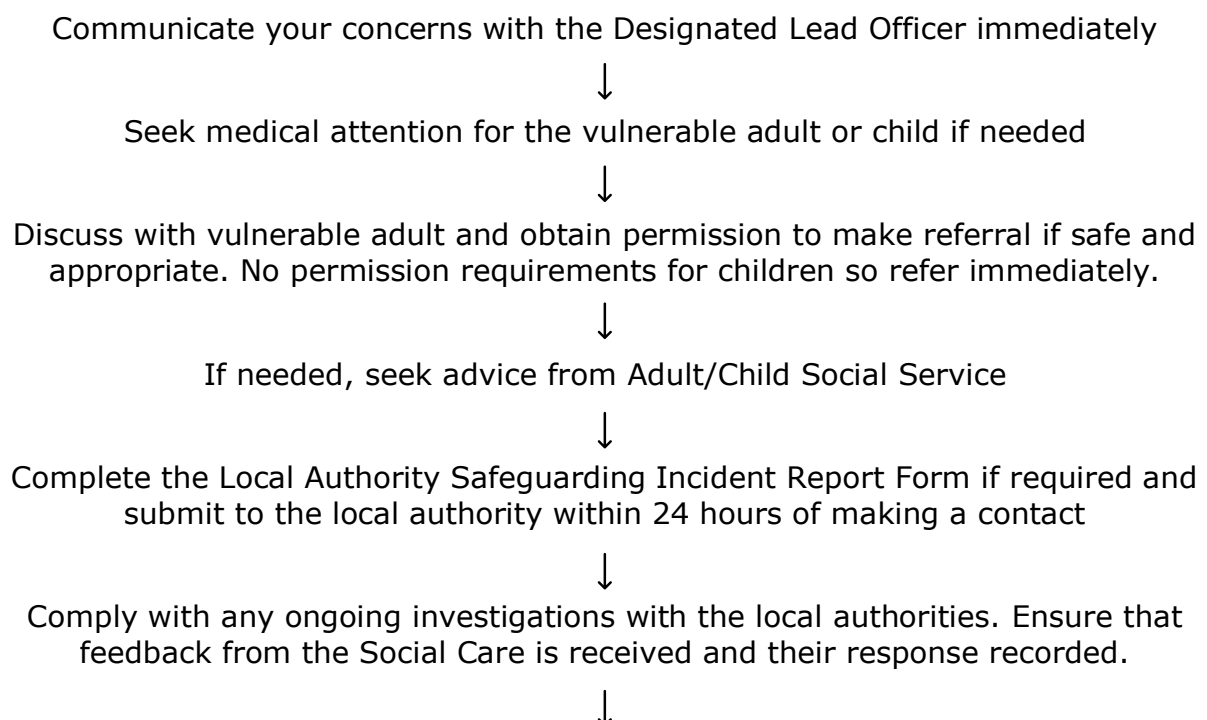
Professional boundaries are what define the limits of a relationship between a Trustee, committee or staff member (paid or unpaid) and a hall hirer. They are a set of standards we agree to uphold that allows this necessary relationship to exist while ensuring the correct detachment is kept in place.

Northlew Victory Hall expects Trustees, committee members and staff (paid or unpaid) to protect the professional integrity of themselves and the organisation. Guidance to Trustees, committee members and staff (paid or unpaid) on their conduct is outlined in Northlew Victory Halls Code of Conduct and GDPR Policy.

If the professional boundaries and/or policies are breached this could result in disciplinary procedures.

Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Northlew Victory Hall:



If the Designated Lead Officer is implicated, then refer to their subordinate.

Allegation management

Northlew Victory Hall recognises its duty to report concerns or allegations against its Trustees, committee members and staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

1. Any Trustee, committee member and staff member (paid or unpaid) from Northlew Victory Hall is required to report any concerns in the first instance to the Designated Lead Officer. A written record of the concern will be completed.
2. The Designated Lead Officer will seek advice from the relevant local authority.
3. The advice provided will be followed.

Northlew Victory Hall recognises its legal duty to report any concerns about unsafe practice by any of its Trustees, committee members or staff (paid or unpaid) to the Independent Safeguarding Authority (ISA).

Monitoring

The organisation will monitor the following Safeguarding aspects:

- Induction and training – Trustees, committee members and staff (paid or unpaid) must re-familiarise themselves with the policy on an annual basis
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current policy in place in line with legislation. This will be agreed at the AGM
- Presence and action of Designated Lead Officer responsible for Safeguarding is in post

Data Protection and Sharing information

Information will be gathered, recorded and stored in accordance with Northlew Victory Hall's GDPR Policy. All Trustees, committee members and staff (paid or unpaid) must be aware of their professional duty to share information with other agencies to safeguard children and vulnerable adults. However, information will be shared on a need-to-know basis only, as judged by the Designated Lead Officer.

All Trustees, committee members and staff (paid or unpaid) must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

Conflict resolution and complaints

Conflicts in respect of safety of vulnerable adults and children will be taken forward by the Designated Lead Officer

Communicating and reviewing the policy

Northlew Victory Hall will make hall hirers aware of the Safeguarding Policy through its inclusion on the organisations website. This policy will be reviewed by the

Designated Lead Officer annually at the AGM and when there are changes in legislation.