

Sunnyside Hall (Rusthall) Safeguarding Policy

March 2026 – March 2027

Introduction

The Trustees of Sunnyside Hall are proud to promote fully inclusive values in the service of its diverse local community. We are mindful of the need for a robust Safeguarding Policy in response to the scale of the Hall's operation and the numbers of people who access its facilities and events.

Trustees take their safeguarding duties and responsibilities seriously to ensure that everyone who attends the Hall in whatever capacity feels welcomed, valued, and safe.

This Safeguarding Policy complies with current legislation, in particular **The Equality Act 2010** and **The Care Act 2015**.

1. Purpose

This policy aims to safeguard all children, young people, and adults from harm, abuse, and/or neglect. Every person accessing Sunnyside Hall in whatever capacity has the right to feel safe on the premises.

The policy defines how Sunnyside Hall operates to safeguard children, young people, and adults at risk of harm, abuse, and/or neglect, as well as all persons who use the premises.

The Trustees of Sunnyside Hall have a duty of care to protect and ensure the safety of everyone who enters the premises, including children, young people, and adults in any capacity (for example, as visitors or participants in activities and events).

Trustees also have a duty to safeguard and support other Trustees, volunteers, and staff.

Five reasons to get safeguarding right:

- Abuse, harassment, and physical harm are not always visible and not always reported.
- Everyone has a duty to do something about it.
- If everyone understands the right to be safe, they know they are protected.
- An organisation that does safeguarding well is an organisation that is trusted.
- The Charity Commission expects every charity to prioritise safeguarding.

2. Definitions

- **Children and young people** are defined as those persons aged under 18 years old.

For the purposes of this policy, **safeguarding** is defined as:

- Protecting all persons regardless of age and gender from any form of maltreatment.
- Ensuring that all children who use Sunnyside Hall in any capacity are looked after and cared for effectively, so that their development, health, and well-being are protected.
- Ensuring that children who attend Sunnyside Hall for educational purposes do so within a safe environment so that they can develop to achieve their full potential.
- Ensuring that vulnerable adults who attend Sunnyside Hall in any capacity are looked after and cared for effectively.

Maltreatment encompasses all forms of harm, abuse, and neglect. It includes (but is not limited to):

- Sexual abuse
- Sexual harassment, including banter
- Physical abuse
- Bullying – physical / psychological / emotional
- Domestic violence
- Racism
- Homophobia
- Transphobia
- Physical neglect

Stakeholders include all persons who access Sunnyside Hall for the following purposes:

- To use its facilities to provide activities and events
- To use its facilities to attend activities and events
- To support the delivery of activities and events, whether as a paid provider or as a volunteer
- To provide contracted and paid services

DBS – Disclosure and Barring Service.

3. Persons Covered by This Safeguarding Policy

- All Trustees, volunteers, and staff
- All those attending any activity, service, or event delivered from the property of Sunnyside Hall
- All visitors and contractors
- All Hirers of Sunnyside Hall

4. Policy Principles

4.1 There is no excuse for not taking all reasonable action to protect children, young people, and adults at risk of maltreatment.

4.2 Sunnyside Hall has a **zero-tolerance** approach to all forms of maltreatment.

4.3 Sunnyside Hall recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

4.4 Sunnyside Hall is committed to the prevention of harm and to responding immediately and effectively if concerns are raised.

4.5 Sunnyside Hall is aware of the work of the local safeguarding Board/Partnership and knows who to contact if there is a concern.

4.6 Safeguarding is everyone's responsibility. Any person with a safeguarding concern has a duty to report it to an appropriate authority (see section 7) so that it can be dealt with swiftly and appropriately.

5. Roles and Responsibilities

5.1 All Trustees must have a current valid DBS certificate. The following Trustees currently hold a valid DBS certificate:

- Eugene Gardner
- Rachel Gough
- Ronnie Williams

5.2 All Trustees are responsible for safeguarding at Sunnyside Hall. They will:

- Ensure that safeguarding information on the Sunnyside Hall website is up-to-date and includes this Safeguarding Policy and information about how to report a concern.
- Ensure that safeguarding requirements are covered in the Hall's Hiring Agreement.

5.3 Hirers will ensure that:

- Alcohol is not sold to those under the age of 18.
- No children are admitted to films when they are below the age classification for the film.
- No gambling or entertainment of an adult or sexual nature is permitted on the premises.

6. Procedures

6.1 All Trustees have signed the Trustee Statement of Eligibility form, which includes a declaration that they have no convictions in relation to abuse.

6.2 All Trustees will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues (including whistle-blowing), and ensure they understand the principles set out in section 4.

6.3 All Trustees will work together to promote a positive culture that promotes safeguarding and welfare.

6.4 No Trustees, helpers, or other volunteers will have unsupervised access to children or adults at risk.

6.5 Trustees will follow safe recruitment practices.

6.6 Trustees will ensure that all hirers of the Hall have signed a Hiring Agreement. This requires all hirers who wish to use the Hall for activities which include children and adults at risk (other than private parties for invited friends and family) to either:

- Produce a copy of their own Safeguarding Policy and evidence of relevant DBS checks when requested, or
- Confirm that they have understood and will adhere to Sunnyside Hall's principles and procedures with regard to safeguarding.

Acceptance of Sunnyside Hall's Safeguarding Policy forms part of the agreed contract when hiring the Hall.

6.8 Trustees will carry out an annual review of this policy.

7. Information for Stakeholders – Reporting Concerns

7.1 Everyone has a duty to report a safeguarding concern, whether they have witnessed the maltreatment or not.

7.2 Concerns can be reported to any of the following:

- Any Trustee: Eugene Gardner, Rachel Gough, or Ronnie Williams
- The police – 999 (emergency) or 101 (non-emergency)
- NSPCC – 0800 800 5000
- Age UK – 01892 522591

7.3 If any user of Sunnyside Hall has concerns about the behaviour or actions of anyone associated with the Hall, they should immediately inform the named safeguarding person in their group and the named contact for Sunnyside Hall.

7.4 Any concern disclosed to a user, hirer, volunteer, Trustee, or member of staff should be recorded as soon as practicable. The record must be clear and factual and include:

- The time and date
- The facts of the incident being disclosed

Tell the person you are going to pass on the concern to get help and advice. **Do not promise to keep the information a secret.**

All disclosures should be immediately reported to the named Safeguarding person for the hiring group, who should inform the named contact for Sunnyside Hall as soon as possible.

Last reviewed: March 2026

Next review due: March 2027