

# **Sunnyside Hall (Rusthall) Safeguarding Policy**

## **Introduction**

The Trustees of Sunnyside Hall are proud to promote fully inclusive values in the service of its diverse local community. They 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.

The Safeguarding Policy complies with current legislation: in particular, The Equalities Act 2010 and The Care Act 2015.

## **1. Purpose**

**This policy's aim is 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.**

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

The Trustees of Sunnyside Hall have a duty of care to the protection and safety of everyone who enters the premises including children, young people and adults in whatever capacity; for example, as visitors and/or as participants in all activities and events.

Trustees also have a duty to safeguard and support 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 are 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 the following examples: (this is not an exhaustive list and other reportable harms will be taken seriously by Trustees)

- ✦ sexual abuse
- ✦ sexual harassment, including banter
- ✦ physical abuse
- ✦ bullying – physical / psychological / emotional
- ✦ domestic violence
- ✦ racism
- ✦ homophobia
- ✦ transphobia
- ✦ physical neglect

**Stakeholders** includes 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 that is being 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 their 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 paragraph 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 have a current valid DBS certificate:

Eugene Gardner  
Rachel Gough  
Ronnie Williams

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

- ensure that safeguarding information on the website for Sunnyside Hall is up-to-date and includes the 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 and that no children may be admitted to films when they are below the age classification for the film. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

## **6. Procedures**

**6.1** All Trustees will have signed the Trustee Statement of Eligibility form for Trustees 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 where appropriate including whistle-blowing and ensure that they understand the principles set out in paragraph 4 of the Safeguarding Policy.

**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 for hire for private parties arranged for invited friends and family, to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to the hall's principles and procedures with regard to safeguarding. Acceptance of Sunnyside Hall's Safeguarding Policy is part of the agreed contract taken out on 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** Concern can be reported to any of the following authorities:

- i) any Trustee (Eugene Gardner; Rachel Gough; Ronnie Williams)
- ii) the police – 999 for an emergency; 101 for live chat
- iii) the NSPCC – 0808 800 5000
- iv) 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 person in their group initially responsible for Safeguarding and the named contact for the Hall.

**7.4** Any concern disclosed to a user of the Hall, hirer of the Hall, volunteer, Trustee or member of staff should be recorded by them as soon as practicable.

This must be a clear factual written record made of what has been disclosed.

- Record the time and date
- Record 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.