

KENNET VALLEY HALL Safeguarding Policy

1. Purpose of this Policy

This safeguarding policy ensures that children, young people, and adults at risk are protected from harm while using Kennet Valley Hall. The hall committee recognises its duty of care and aims to provide a safe, welcoming environment for all users.

2. Scope

This policy applies to:

- The Kennet Valley Hall Management Committee
- Volunteers acting on behalf of the hall
- Hirers and organisations using the hall
- Any events, activities, or services taking place on the premises

3. Commitment to Safeguarding

The Kennet Valley Hall Management Committee is committed to:

- Promoting the welfare of children and adults at risk
- Taking all safeguarding concerns seriously
- Responding promptly and appropriately to concerns or allegations
- Supporting hall users to understand their responsibilities

4. Definitions

- **Child:** Anyone under 18
- **Adult at risk:** A person aged 18+ who may be unable to protect themselves from harm or exploitation due to care needs, disability, illness, or vulnerability
- **Abuse:** Physical, emotional, sexual, financial, discriminatory, organisational, or neglect

5. Roles and Responsibilities

5.1 Kennet Valley Hall Management Committee

- Ensures a safeguarding policy is in place and reviewed annually
- Appoints a Designated Safeguarding Lead (DSL)
- Ensures hirers understand their safeguarding responsibilities

5.2 Designated Safeguarding Lead

- Acts as the first point of contact for safeguarding concerns
- Maintains records of concerns and actions taken
- Liaises with local safeguarding authorities when required

5.3 Hirers and Organisations

- Must have their own safeguarding policies if working with children or adults at risk
- Must ensure appropriate supervision, DBS checks, and risk assessments
- Must report any safeguarding concerns arising during their hire

6. Safe Use of the Hall

- Children must be supervised at all times
- Hirers must ensure activities are appropriately staffed
- The hall committee will maintain the building to safe standards
- Hazardous areas (e.g., kitchens, storage rooms) must be managed responsibly

7. Responding to Safeguarding Concerns

If a concern is raised:

1. Listen without judgement
2. Record the concern factually (date, time, what was said or seen)
3. Report immediately to the DSL
4. The DSL will decide whether to refer to:
 - Wiltshire Children's Safeguarding Partnership
 - Wiltshire Adult Safeguarding Team
 - Police (if immediate danger)

Do not investigate the concern yourself.

8. Allegations Involving Hall Committee Members or Volunteers

Any allegation involving a committee member or volunteer must be reported to the Chair and DSL. The committee will:

- Suspend the individual from duties if necessary
- Refer the matter to statutory authorities
- Follow due process and confidentiality requirements

9. Confidentiality and Record Keeping

- All safeguarding records will be stored securely
- Information will be shared only on a need-to-know basis
- Records will be kept for a minimum of 6 years

10. Photography and Social Media

- Hirers must obtain consent before taking photographs of children or adults at risk
- Images must not be shared online without appropriate permission
- The hall committee will not publish images of identifiable individuals without consent

11. Hiring Agreements

All hirers working with children or adults at risk must:

- Provide a copy of their safeguarding policy
- Confirm that staff/volunteers have appropriate DBS checks
- Accept responsibility for safeguarding during their hire

The hall committee reserves the right to refuse bookings where safeguarding arrangements are inadequate.

12. Review of Policy

This policy will be reviewed annually or sooner if:

- Legislation changes
- A safeguarding incident occurs
- The hall committee identifies improvements

13. Key Contacts

- **Designated Safeguarding Lead (DSL):** Hall Secretary on email safety@kvh.org.uk
- **Wiltshire Children's MASH:** 0300 456 0108
- **Wiltshire Adult Safeguarding:** 0300 456 0111
- **Police (non-emergency):** 101
- **Emergency:** 999

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