

# Hintlesham and Chattisham Community Hall – Safeguarding Policy

## 1. Purpose

This policy sets out how Hintlesham and Chattisham Community Hall will safeguard children, young people, and vulnerable adults who visit, volunteer, or take part in activities on our premises.

Our aim is to provide a safe, welcoming, and inclusive environment for everyone.

## 2. Scope

This policy applies to all trustees, volunteers, hirers, contractors, and anyone involved in activities held in or on behalf of the Community Hall.

## 3. Commitment

We believe that:

- Everyone, regardless of age, ability, gender, race, religion, identity, or background, has the right to be safe and treated with respect.
- The welfare of children and vulnerable adults is paramount.
- All concerns about abuse or neglect will be taken seriously and responded to promptly and appropriately.

## 4. Responsibilities

- The Executive Committee holds overall responsibility for safeguarding.
- The Management Committee will appoint a Safeguarding Contact to act as the first point of reference for concerns or advice.
  
- All volunteers and regular hirers will be made aware of this policy and expected to follow it.

## 5. Safe Environment

- The Hall will maintain safe physical conditions, including adequate lighting, accessible exits, and appropriate facilities.
- Activities for children or vulnerable adults must be appropriately supervised, with suitable ratios of responsible adults.
- Hall users running such activities must have their own safeguarding procedures and, where appropriate, ensure staff or volunteers are DBS checked.
- Any private or one-to-one work with children or vulnerable adults should take place in view of others whenever possible.

## 6. Responding to Concerns

If anyone has a safeguarding concern or suspects abuse:

1. Report it immediately to the Designated Safeguarding Contact
2. If the Safeguarding contact is unavailable and someone is at immediate risk, contact

Suffolk County Council Customer First (0808 800 4005) or call 999.

3. Record all concerns factually and confidentially. Do not investigate or confront the person involved yourself.

## **7. Confidentiality**

- All safeguarding information will be handled sensitively and only shared with those who need to know to protect someone's safety.
- Records will be kept securely and in accordance with data protection laws.

## **8. Use by Hirers**

- All groups hiring the Hall for activities involving children or vulnerable adults must confirm they have their own safeguarding policy and appropriate insurance.
- The Executive Committee reserves the right to refuse hire to any group that cannot demonstrate adequate safeguarding measures.

## **9. Review**

This policy will be reviewed annually by the Hall Executive Committee or sooner if required by legislation or local guidance.

Adopted by: Hintlesham and Chattisham Community Hall Executive Committee

Date: 22<sup>nd</sup> January 2026

Review Date: January 2027

Designated Safeguarding Contact: Lauren De Banks

Contact: [hintlesham@gmail.com](mailto:hintlesham@gmail.com) 07539172064