

DRINKSTONE WAR MEMORIAL INSTITUTE (DWMI) VILLAGE HALL COMMITTEE

SAFEGUARDING: CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK OF HARM POLICY - Revised March 2026

1. Purpose

DWMI is committed to safeguarding children, young people and adults at risk of harm who use the Village Hall.

This policy sets out a **proportionate approach** to safeguarding that: Meets statutory duties and Charity Commission expectations; Reflects the Hall's role as a **provider of premises**, not a care or activity-delivery organization; Is realistic and manageable for a **volunteer-run charity**

DWMI will take appropriate action if safeguarding concerns arise and will cooperate with statutory agencies where required.

2. Legal Context

This policy is informed by relevant legislation and guidance, including: Children Act 1989 and 2004, Care Act 2014, Working Together to Safeguard Children 2023, Charity Commission Safeguarding Guidance for Trustees.

3. Scope

This policy applies to: **trustees and committee members; volunteers acting on behalf of the DWMI; employees.**

The majority of activities taking place at the Hall are run by independent hirers, who are responsible for safeguarding during their sessions.

4. Key Safeguarding Principles

DWMI adopts the following principles:

The welfare of children and adults at risk of harm is paramount and safeguarding actions should be proportionate to the level of risk.

Safeguarding is a shared responsibility.

Concerns will be taken seriously and acted upon appropriately.

DWMI recognises the six safeguarding principles under the Care Act 2014:

Empowerment; Prevention; Proportionality; Protection; Partnership; Accountability.

5. Roles and Responsibilities

Trustees

Trustees are responsible for:

Approving and reviewing this policy
Ensuring safeguarding risks are considered as part of overall risk management
Appointing a Safeguarding Lead

Trustees are **not** expected to be safeguarding specialists

[Refer to Appendix A for process/actions]

Safeguarding Lead

DWMI will appoint a Safeguarding Lead who will:

Act as the first point of contact for safeguarding concerns
Maintain basic awareness of how to refer concerns to statutory services
Keep minimal, secure records where necessary

Name: Sue Foulsham, Chair DWMI
Tel/E-m: 01449 736314 or 07816 394990; E-m: suefoulsham@googlemail.com

[Refer to Appendix B for process/actions]

Volunteers

Volunteers are expected to:

Be familiar with this policy
Remain alert to safeguarding concerns
Report concerns promptly to the Safeguarding Lead

Volunteers are **not** expected to:

Supervise children or adults at risk of harm, unless this is part of their role
Investigate safeguarding concerns
Make safeguarding referrals independently (unless there is immediate danger)

[Refer to Appendix A for process/actions]

Employees

Employees are expected to:

Be familiar with this policy
Remain alert to safeguarding concerns
Report concerns promptly to the Safeguarding Lead

Employees are **not** expected to:

Safeguarding specialists
Investigate safeguarding concerns

[Refer to Appendix A for process/actions]

6. Hirers and User Groups

Hirers who provide activities involving children or adults at risk of harm are responsible for:

Appropriate supervision
Safeguarding arrangements during their hire

For regular organised activities, DWMI may request confirmation from organisers that a safeguarding policy of their own is in place.

DWMI will not supervise activities or routinely monitor compliance.

7. Safer Recruitment and DBS

DWMI does not normally recruit volunteers to carry out regulated activities.

DBS checks will only be required where a role meets the legal definition of regulated activity, or Trustees identify a specific safeguarding risk following assessment.

8. Code of Conduct

Trustees and volunteers should:

Treat all users of the Hall with respect
Maintain appropriate boundaries
Avoid being alone with children or adults at risk of harm wherever possible.

9. Recognising and Responding to Concerns

Safeguarding concerns may arise through:

Disclosure
Observed behaviour
Allegations or complaints

If a concern arises:

1. Ensure immediate safety if required
2. Listen calmly and do not promise confidentiality
3. Report the concern to the Safeguarding Lead as soon as possible
4. If there is immediate danger, emergency services should be contacted.

The Safeguarding Lead will decide whether referral to the local authority or police is required.

10. Record Keeping

- Records need to be brief, factual and dated
- Stored securely with restricted access
- Shared only when necessary to protect individuals or meet legal duties

11. Training and Awareness

Trustees and volunteers will:

Be provided with access to this policy and be expected to read it
Receive basic information on how to report concerns

Formal safeguarding training is encouraged for the Safeguarding Lead but is not mandatory for all volunteers.

12. Review

This policy will be reviewed every **two years**, or sooner if legislation or guidance changes or if a safeguarding concern arises.

For further information, refer to the Suffolk Safeguarding Partnership guidance website ~ <https://www.suffolksp.org.uk/>

Policy reviewed and agreed on Monday 9th March 2026
Next review due: March 2028

Signed on behalf of VH Committee

Appendix A: Simple Referral Steps for **Volunteers**



Appendix B: Trustee / Safeguarding Lead Referral Steps

