

Great Ryburgh Memorial Hall & Playing Field Group

Safeguarding Vulnerable Persons Policy

Purpose of Policy

The purpose of this policy is to protect vulnerable people, namely children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with the Great Ryburgh Memorial Hall and Playing Field Committee (The Committee) and its activities.

This includes harm arising from the conduct of Committee members, Trustees, volunteers or personnel associated with The Committee and the design and implementation of The Committee's programmes and activities.

The policy sets out the commitment of the Committee to safeguarding of vulnerable persons and details the procedures to be followed.

Scope

To include all personnel associated with the delivery of activities undertaken by The Committee, including (but not limited to) Committee members, Trustees, volunteers, contractors and invited guests.

The Committee commits to taking all reasonable steps to protect everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin from all forms of harm, abuse, neglect and exploitation. This policy includes child safeguarding, adult safeguarding, modern day slavery and protection from sexual exploitation and abuse.

Aims and Responsibilities

All members of The Committee shall be familiar with this policy and familiar with the associated procedures for the purposes of prevention, identification and reporting of safeguarding concerns.

All volunteers, contractors and invited guests shall have access to the policy and associated procedures for the purposes of prevention, identification and reporting of safeguarding concerns.

Our programmes and activities shall be designed and delivered in a way that protects people from any risk of harm that may arise from their coming into contact with The Committee and its activities.

In the delivery of activities all persons with direct contact with vulnerable persons shall comply with the Code of Conduct in accordance with the procedures.

Risk relating to safeguarding shall be identified, assessed, mitigated and recorded accordingly. The Committee shall have a nominated person for contact on safeguarding concerns.

All reports of safeguarding concerns will be reported to the nominated person promptly and reporting procedures followed according to due process.

Confidentiality

Confidentiality shall be maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent reporting shall be shared on a need- to-know basis only, and shall be kept secure at all times.

21st November 2024

History of amendments		
Date	Amendment	Reason for change

Signed by:

Position

Date

Safeguarding Vulnerable Persons Procedures

Code of Conduct

Committee members, Trustees, volunteers, contractors, invited guests and any personal involved in the planning and delivering of events and activities must not:

- Engage in sexual activity with anyone under the age of 18, sexually abuse or exploit a child or sexually abuse or exploit a vulnerable adult.
- Subject a child or vulnerable adult to physical, emotional or psychological abuse, or neglect.
- Engage in any commercially exploitative activities with children or a vulnerable adult including child labour, trafficking, modern day slavery.
- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics.
- Work on a one-to-one basis in an unsupervised environment with a vulnerable person without another adult present.
- Transport a child or vulnerable adult unsupervised on a car journey unless in an extreme emergency.
- Allow concerns or incidents to go unreported.
- Take unnecessary risks.

Committee members, Trustees, volunteers, contractors, invited guests and any personal involved in the planning and delivering of events and activities must:

- Comply with the law at all times.
- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Ensure everyone is treated fairly and without prejudice or discrimination and respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems. Be respectful at all times.
- Be alert to obvious signs of injury, abuse, coercion, neglect and bullying.
- Report any concerns or suspicions regarding safeguarding violations to the Committee Chairperson or appropriate Trustee or relevant authorities.
- Ensure the contact with a vulnerable person is appropriate and relevant

to the nature of the activity you are involved in.

- Ensure that whenever possible, there is more than one adult present during activities and if a situation arises where you are alone with a vulnerable person, ensure that you are within sight or can be heard by other adults and if you are specifically asked for or there is a need for some individual time, ensure other staff or volunteers know where you are.
- Only provide personal care in an emergency and make sure there is more than one adult present.
- Promote good behaviours.

Reporting

All safeguarding concerns or incidents must be immediately and confidentially reported to the Committee Chairperson or in their absence a Trustee. In the event no appointed person is available reports must be made to the relevant authorities.

The relevant authority for this Committee is Norfolk County Council. Reports can be made to:- Norfolk County Council on 0344 800 8020. In the event of an emergency call 999

If a safeguarding concern is disclosed directly to a committee member or volunteer, the person receiving the report should listen, empathise with the person, ask who, when, where, what but not why, repeat/ check your understanding of the situation, report to the safeguarding lead.

The safeguarding lead shall fully document the concerns or incident with those reporting and follow these up in accordance the law and statutory obligations.

For reports relating to serious incidents an immediate risk assessment shall be undertaken to determine whether there are any current or potential risks to any stakeholders involved in the case, and develop a mitigation plan if required.

The safeguarding lead shall investigate the report/concern and shall determine the following:-

- No further action (for example if there is insufficient information to follow up, or the report refers to incidents outside The Committee's remit)
- Investigation is required to gather further information
- Immediate disciplinary action or risk mitigation action if no further information needed
- Referral to relevant authorities

Any further investigations required may require an external expert resource to be appointed. All decisions shall be clearly and confidentially documented and stored.

Record anonymised data relating to the case to feed into Committee reporting requirements (eg. serious incident reporting to Trustees), and to feed into learning for dealing with future cases.

Glossary

Vulnerable Person – is any child under the age of 18 years old or any ‘at risk’ adult - a person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Useful Contacts

Norfolk County Council – Children - www.norfolkscb.org

Adults - www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern

Childline – www.childline.org.uk/get-support/contacting-childline - 0800 1111

NSPCC - www.nspcc.org.uk