



Brookwood Memorial Halls Safeguarding Policy

1. Accountability & Safeguarding Responsibilities

Everyone has a duty to promote the safety and well-being of anyone connected with Brookwood Memorial Halls (BMH) but the Trustees have a legal duty to ensure that BMH takes all reasonable steps to protect Hirers, Volunteer, Trustees and others involved with or in contact with BMH from harm.

Trustees and the Halls Manager must ensure that this safeguarding policy is being followed, is updated as and when it is necessary to do so, ensuring that at all times there are appropriate safeguarding measures in place and that there are clear lines of responsibility for safeguarding. If something goes wrong, the Trustees are accountable for ensuring that all possible action is taken to put things right. Trustees must also be satisfied that all organisations using the hall that provide activities /services for children will need to have adequate measures in place to safeguard children and adults in the community.

To help ensure the day-to-day fulfillment of safeguarding obligations, the Trustees have appointed a Safeguarding Officer who will be the first point of contact for any safeguarding concerns raised.

This policy will apply to all staff, contractors and volunteers and will be used to support their work.

2. Definitions and Signs of Abuse

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

For the purposes of this policy, a vulnerable adult refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it. If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk

Abuse involves maltreatment of a child or vulnerable adult. The definition of abuse is wide in order to cover all forms of cruelty that young people may endure in their lives. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm or by failing to act to prevent harm. Children

and vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or more rarely by strangers. One child or vulnerable adult may suffer different kinds of abuse at the same time. Abuse can happen wholly online or technology may be used to facilitate offline abuse. Abuse can take many forms, the recognised categories of abuse are:

- Physical abuse
- Neglect
- Sexual abuse
- Child sexual exploitation
- Harmful sexual behaviour
- Emotional abuse
- Domestic abuse
- Child trafficking
- Female genital mutilation (FGM)

3. Reporting Concerns

All suspicions or allegations of abuse against a child will be taken seriously and the Chair will be responsible for Child Protection matters.

All members of the committee will familiarise themselves with this safeguarding policy. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted. New management committee members will be provided with an understanding of their responsibilities in matters of Child Protection.

A Safeguarding Officer will be appointed to be responsible for child and adult at risk safeguarding matters.

The Safeguarding Officer is Louise Norris until July 2025 (management@bmhalls.org.uk)

If you are concerned about the safety or welfare of anyone connected with BMH, this must be reported to the [Safeguarding Officer](#) as quickly as possible, either face to face, via email or by telephone. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

Safeguarding concerns can include but are not limited to:

- Concerns about the safety and welfare of Service Users.
- Concerns about the conduct of BMH volunteers, trustees, staff or contractors during visits, volunteering or other activities.

The Safeguarding Officer will:

- decide what action is needed to ensure the safety and well-being of those involved;
- provide advice & support to the person making the report;
- liaise with other agencies to ensure the safety and well-being of those involved;

- where the concern relates to a Service Users liaise with the lead hirer with the project team to ensure appropriate follow up;
- document the concern and all actions taken in response to the concern;
- report serious incidents to the Charity Commission as required

Before initiating any action, the Safeguarding Officer may seek additional advice from NSPCC on 0800 800 5000 or help@nspcc.org.uk or through the Local Authority Designated Officer (LADO) at Surrey County Council on 0300 123 1650 option 3 or LADO@surreycc.gcsx.gov.uk

The Booking Manager will require all such organisations to demonstrate and sign they have an approved the Child Protection Policy in place.

Members of the public who use the hall should be aware of the Child Protection policies and procedures adopted by the Management Committee. A copy of this document will be displayed in the entrance hall of the Large Memorial Hall and [on the website](#) currently.

The village hall management committee will carry out an annual review of this policy.

BMH Chair, Louise Norris, 07837 093 381

To be reviewed September 2025

Version Control:

September 2024 - No changes made