



Hellifield Institute

HELLIFIELD'S VILLAGE HALL

Hellifield Institute Safeguarding Policy

(in conjunction with Charity Commission Guidance on safety and safeguarding for Trustees)

Hellifield Institute Trustees wish to create an environment in which children and vulnerable adults are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. The Institute Trustees acknowledge that table tennis, line dancing, bowls and badminton sessions are organised by volunteers on behalf of the Institute, and may well receive requests for unaccompanied children/ vulnerable adults to join these activities. In this case, these activities will comply with the Institute's guidelines (Appendix 1) on Safeguarding and the responsible trustee must be informed that children/ vulnerable adults have shown an interest in joining the activity (see appendix 1).

Hellifield Institute Trustees must also be aware that sexual harassment of any form is not acceptable. This can take the form of:

- touching another person- permission should always be sought if physical assistance is required or when demonstrating for coaching purposes;
- verbal harassment- Trustees must be mindful of gender labelling, comments with sexual innuendo, derogatory comments of any kind.

Every hirer whose hire involves children or vulnerable adults has a policy that complies with current legislation and the requirements set out below.

In order to achieve a safe environment for children and vulnerable adults the Trustees will:

1. Ensure all relevant hirers have a Safeguarding Policy

The Trustees require all hirers working with children or vulnerable adults on a regular basis to have an approved safeguarding policy.

Occasional hirers, e.g. for children's parties, do not require their own approved policy but will need to observe the requirements of the Institute's policy.

2. Respond appropriately to suspicions of abuse

Where abuse is suspected, depending on the circumstances parents / carers shall normally be the first point of reference, though suspicions will also be referred where appropriate to:

- Safeguarding emergency on 030013102131 if a child or vulnerable person is in immediate danger or call the Police on 999.
- To the Trustee responsible for Safeguarding.
- North Yorkshire Local Designated Officer (DO) should be contacted on **01609 5330800**, if the person concerned is not in immediate danger.

3. Appoint a Committee member responsible for Safeguarding

The Hellifield Institute Trustee who acts as Designated Safeguarding Lead is Ann Taylor. Contact details:

01729 851102

07880705364

ontaylor@gmail.com

Deputy Safeguarding Lead is Heather Leak

07790042206

stanier@aol.com

Appendix 1

The following procedures must be followed by any unregulated group using the Institute where unaccompanied children/vulnerable adults are in attendance.

Before any child/vulnerable adult is allowed to attend the activity, the organiser must ensure that the following procedures are adopted:

The applicant must initially be accompanied by a parent/carers who signs the admission form (Appendix 2) and ensures that their child/vulnerable adult understands the safeguarding requirements of the Institute.

The applicant's parent/carers should be issued with a copy of the Institute's Safeguarding Policy.

Before the child/vulnerable person attends **the activity organiser must ensure** that:

- the Trustee responsible for Safeguarding has been informed and given the signed permission form;
- all participants in the activity are aware of the safeguarding policy.

Once these conditions are met, the child/vulnerable adult may attend unaccompanied but they must be supervised by the organiser at all times, especially if another hirer is using the Institute at the same time.

A reporting procedure is outlined in the policy. All suspicions and investigations will be kept confidential and shared only with those who need to know. Confidential records will be kept of the allegation and of all subsequent proceedings by the allocated Trustee.



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Appendix 2

Application to join : _____

Name: _____

Address: _____

Telephone number: _____

D.O.B.: _____

I agree that I will abide by the rules of the above club.

Signature of participant: _____

Date: _____

I have read the attached Safeguarding Policy and acknowledge that the Trustee responsible for Safeguarding will hold the above information in a Safeguarding folder until my child/ward leaves the club.

Signature of Parent/Carer: _____

Printed name: _____

Date:

Signature of Organiser: _____

Appendix 3

Definitions

Child/young person

Any individual who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

Abuse

Abuse is a form of maltreatment of a child/ vulnerable adult. Somebody may abuse or neglect a child/vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. The Institute hosts a lot of events for older people, attention is drawn to the fact that there may be instances co-habitee abuse or coercion, which could manifest itself as neglect or obvious bullying.

Physical abuse

Is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities including child sexual exploitation (CSE), which may not necessarily involve a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.