



2026

Safeguarding Policy



Village Hall Committee

Polruan Village Hall

19/08/2026

Safeguarding Policy

Policy Statement:

Polruan Village Hall (The Village Hall) recognises that it has a statutory and moral duty to ensure that it safeguards and promotes the welfare of young people and vulnerable adults during their time spent at the Village Hall. Our primary purpose, as Trustees of the Village Hall, is to maintain the Hall for the benefit of the Community. However, as responsible Hirers, we make every effort to ensure those hiring the Hall are aware of their responsibilities and the legislation in place to protect children and vulnerable adults, by drawing attention to this in both our Terms and Conditions of Hire and Booking Form, with the expectation that if a Hirer does not have their own 'Safeguarding Policy' in place, adherence to ours is necessary and agreed to when signing the Booking Form and the Terms and Conditions.

The term "children" means "those under the age of 18". The Village Hall recognises that some adults are also vulnerable to abuse. Accordingly, the procedures will also be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

The Village Hall has a Designated Safeguarding Lead – The Bookings Clerk – who is supported by a Safeguarding Policy Sub-Committee, comprising of a group of Trustees who are currently serving on The Village Hall Committee.

Definitions:

Child: A young person under the age of 18 years of age.

Vulnerable Adult: A person aged 18 years or over who is or may be in need of Community Care services by reason of mental or another 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.

Organisation: A social unit of people that is structured to meet a specific need or pursue collective goals.

Disclosure: A person states they have been or are being abused by another.

Allegation: A volunteer working with children or vulnerable adults or another person in contact with them is accused of committing an abuse against a child or vulnerable adult.

Abuse:

- A violation of an individual's human and civil rights by any other person
- May consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into financial or sexual transactions to which he or she has not consented or cannot consent.
- Abuse can occur in any relationship and may result in significant harm to, or exploitation of the person subjected to it.

Polruan Village Hall



The Village Hall works to:

- Safeguard the welfare of young people and vulnerable adults
- Support the creation of an environment where young people and vulnerable adults are listened to and are encouraged to talk about themselves, their lives, and any concerns they may have.

The Village Hall will seek to safeguard children and young people by:

1. Valuing them, listening to and respecting them.
2. Adhering to this policy.
3. Establishing as defined below:

EITHER

- That all relevant Organisations hiring the Hall have policies and processes in place to recruit staff and/or volunteers safely, ensuring all necessary checks are made and training received
- That these Organisations have a policy of sharing information about child protection and vulnerable adults good practice, with children, adults, parents, staff and volunteers
- That these Organisations share information about concerns with Agencies who need to know and involve parents and children appropriately
- That these Organisations provide effective management for staff and volunteers through supervision, support and open communication.

OR

- If an Organisation does not have a Safeguarding Policy and related Processes in place, by signing our Booking Form and Terms and Conditions, they agree to adhere to the requirements of our Safeguarding Policy.

The Village Hall recognises that children and vulnerable adults may suffer abuse in different ways:

- **Physically:** Any purposeful acts of violence causing injury.
- **Sexually:** The exploitation of authority or power to involve a child in sexual gratification.
- **Emotionally:** Emotional ill-treatment or rejection affecting emotional or behavioural development.
- **Bullying:** The use of force, coercion, hurtful teasing, threat to abuse, aggressively dominate or intimidate. Bullying can be divided into 4 basic types of abuse, Psychological, Verbal, Physical and Cyber.
- **Neglect:** Failure to provide a child with basic needs, including access to adequate food, healthcare or education.

Polruan Village Hall



All relevant Organisations hiring the Hall will:

EITHER

- Have a policy in place to ensure that their staff and volunteers be on guard to spot the signs and symptoms of abuse that can include: Physical signs such as changes in appearance, injuries and marks, and changes to a child's or vulnerable adults behaviour.

OR

- Commit to taking the following steps where indicated.

The relevant Organisations hiring the Hall will respond to suspicions or allegations of abuse by:

- Following up on any low risk disclosure or initial concern of abuse:
- Staff/volunteers will offer support and guidance to the young person or vulnerable adult and ensure their current safety.
- Staff/volunteers will record incidents and make the necessary agencies aware of any potential for concern.
- If unsure about the level of risk or appropriate support, staff/volunteers can seek advice by calling Cornwall Council Multi-Agency Referral Unit on 0300 123 1116.
- Following any disclosure or concern for a young person or vulnerable adult in immediate danger, staff/volunteers will follow the procedure as attached to this policy.

Relevant Organisations Hiring the Hall will maintain records and respect confidentiality:

Relevant Organisations who hire the Hall will have a process in place to inform the relevant external agencies of any issues for concern and pass them a written record of any incidents or disclosures, to be kept securely by them.

They must also recognise that privacy and confidentiality will be respected where possible but if doing this leaves a child or a vulnerable Adult at risk of harm, then the Child or vulnerable adult's safety will always come first.

Annex A

Safeguarding Policy Sub-Committee (of the Polruan Village Hall Committee)

Terms of Reference

Membership: The designated Safeguarding Lead (the Bookings Secretary) and at least two further Members of the Polruan Village Hall (PVH) Committee.

Purpose: To ensure that the PVH Safeguarding Policy remains effective, including that any allegations raised under the provisions of the Policy are addressed appropriately.

Tasks: the Sub-Committee will

- Ensure that PVH volunteers who as part of their role come into contact with children or vulnerable adults, have received appropriate training and that criminal records checks are completed and updated where required.
- Review all disclosures or allegations of abuse it may become aware of.
- Consider whether appropriate action was taken in response to it by the relevant Organisation.
- Consider whether additional action should be taken by the PVH Committee and recommend what this should be.
- Consider whether the Safeguarding Policy or practice needs to be revised to ensure that it is effective.

Meetings:

At least once a year the Safeguarding policy and related updates will be discussed as a separate agenda item at a full Polruan Village Hall Committee meeting.

Additionally, the Sub-Committee will meet – in the event that a relevant disclosure or allegation has been made – to review the incident and agree actions required.

Safeguarding Procedure

To be used by relevant Organisations hiring the Hall.

