



Eydon Village Hall

Eydon Village Hall

Charity No: 1125650

Safeguarding Policy & Procedures

September 26

Document Control

Version	Date	Author	Comment(s)
v0.1	02/07/2026	Roddy Owen-Smith/Carrie Bedford	DRAFT for Comment/Input
v0.2	06/07/2026	Carrie Bedford	Amendment
v1.0	24/09/2026	Roddy Owen-Smith	ISSUED

Date for next Review:

July 2027



Eydon Village Hall

Policy Statement:

Eydon 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 during their time spent at the Village Hall. 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 may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults. We also have a duty to safeguard and support our trustees and volunteers.

Definitions:

Child: A young person under the age of 18.

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 themselves, or unable to protect themselves against significant harm or exploitation.’

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

Allegation: A member of staff or volunteer working with children or vulnerable adults is accused of committing an abuse

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 they have not consented or cannot consent.
- Abuse can occur in any relationship and may result in significant harm to, or exploitation of the person subject to it.

The Village Hall works to:

- Safeguard the welfare of the young people and vulnerable adults we work with by protecting them from physical, sexual and emotional harm.
- 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:

- Valuing them, listening to and respecting them.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made and training received.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Providing effective management for staff and volunteers through supervision, support and open communication.



Eydon Village Hall

The Village Hall recognises that children, young people 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.
- Neglect: Failure to provide a child with basic needs including access to adequate food, health care or education.

Volunteers will 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 behaviour.

The Village Hall will respond to suspicions or allegations of abuse by:

- Following any low risk disclosure or initial concern of abuse:
- Volunteers will offer support and guidance to the young person and ensure their current safety.
- 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, Volunteers can seek advice by navigating to this link <https://www.westnorthants.gov.uk/about-us/safeguarding>

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

The Village Hall will maintain records and respect confidentiality:

- Volunteers will 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.

The Village Hall acknowledges that the welfare of the individual is paramount:

Privacy and confidentiality will be respected where possible but if doing this leaves a child at risk of harm, then the child's safety will always come first.

SAFEGUARDING PROCEDURE

ASSIST TO ENSURE THE VICTIM IS SAFE FROM IMMEDIATE HARM

PRESERVE EVIDENCE

RECORD THE INCIDENT REPORT AND FOLLOW THE INSTRUCTIONS of the Multi-Agency Safeguarding Hub (MASH) at 0300 126 7000 or THE POLICE

Do not make promises and let the person know that you will need to pass the information on.



Eydon Village Hall

Limit your questions to What, Who, When and Where

Do not ask leading questions

If necessary, seek medical attention

Ensure that there is no contact with the alleged abuser

Do not allow any access to a place the abuse may have occurred

Do not confront the alleged perpetrator

Record what is said to you using the victim's own words and what you see

If unsure about the level of risk or appropriate support, volunteers can seek advice by calling Multi-Agency Safeguarding Hub (MASH) at 0300 126 7000

END