

Sopley Parish Hall Safeguarding Policy



SOPLEY PARISH HALL
PRIEST LANE
SOPLEY
HANTS BH23 7BA

1. Purpose

Sopley Parish Hall is committed to providing a safe, welcoming, and inclusive environment for all users, including children, young people, and adults at risk. This policy sets out the responsibilities of the Hall Management Committee, hirers, volunteers, and contractors to ensure that safeguarding is embedded in all activities taking place within the premises.

2. Scope

This policy applies to:

- All members of the Sopley Parish Hall Management Committee
- All volunteers acting on behalf of the Hall
- All individuals and organisations hiring or using the Hall
- Contractors working on site

It covers safeguarding of:

- Children and young people (under 18)
- Adults at risk of abuse or neglect
- Any person who may be vulnerable due to circumstance, disability, or environment

3. Safeguarding Principles

Sopley Parish Hall is committed to:

- **Promoting a safe environment** where all users feel respected and protected
- **Preventing abuse** through awareness, good practice, and clear expectations
- **Responding appropriately** to concerns, disclosures, or allegations
- **Working in partnership** with statutory agencies and community organisations
- **Ensuring compliance** with UK legislation, including the Children Act 2004, Care Act 2014, and relevant local authority guidance

4. Responsibilities

4.1 Hall Management Committee

The Committee will:

- Appoint a **Designated Safeguarding Lead (DSL)** for the Hall
- Ensure this policy is reviewed annually
- Maintain clear reporting routes for safeguarding concerns
- Ensure hirers understand their safeguarding responsibilities
- Take appropriate action if safeguarding concerns arise on the premises

4.2 Designated Safeguarding Lead

The DSL will:

- Act as the first point of contact for safeguarding concerns
- Liaise with statutory agencies where necessary
- Maintain secure, confidential records of safeguarding issues
- Ensure committee members and volunteers understand safeguarding expectations

4.3 Hirers and Activity Leaders

All hirers working with children, young people, or adults at risk must:

- Have their own safeguarding policy and procedures
- Ensure staff/volunteers are DBS-checked where required
- Supervise participants appropriately at all times
- Report any safeguarding concerns arising during their hire

Hirers running private family events (e.g., parties) remain responsible for the safety and supervision of all attendees.

4.4 Volunteers and Contractors

Volunteers and contractors must:

- Follow Hall safety procedures
- Report any safeguarding concerns immediately to the DSL or Committee
- Never assume responsibility for supervising children unless formally agreed

5. Code of Conduct

All individuals using the Hall must:

- Treat others with dignity and respect
- Avoid behaviour that could be misinterpreted or cause harm
- Not use abusive, discriminatory, or threatening language
- Not be under the influence of drugs or excessive alcohol while responsible for others
- Ensure safe use of equipment and facilities

6. Recognising Abuse

Abuse may include:

- Physical, emotional, or sexual abuse
- Neglect or self-neglect
- Financial exploitation
- Discriminatory abuse
- Domestic abuse
- Online or digital harm

All concerns — however small — should be reported.

7. Reporting Concerns

If someone is in **immediate danger**, call **999**.

Otherwise:

- Report concerns to the **Designated Safeguarding Lead** as soon as possible
- If the DSL is unavailable, contact a member of the Hall Management Committee
- Do not investigate the concern yourself
- Record factual information only — what was seen, heard, or disclosed

The DSL will decide whether to refer the matter to:

- Hampshire Children's Services
- Hampshire Adult Services
- The Police and other relevant agencies

8. Data Protection and Confidentiality

- Safeguarding records will be stored securely and accessed only by authorised individuals
- Information will be shared only when necessary to protect a child or adult at risk
- All data handling will comply with UK GDPR and Data Protection Act 2018

9. Safe Use of the Premises

The Hall Committee will:

- Maintain the building to ensure it is safe and accessible
- Conduct regular risk assessments
- Ensure fire safety procedures are in place and communicated
- Provide clear guidance on safe use of equipment, kitchen facilities, and outdoor areas

Hirers must:

- Complete their own activity-specific risk assessments
- Ensure adequate supervision ratios
- Follow all Hall safety instructions

10. Policy Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- Safeguarding incidents highlight a need for revision
- The Committee identifies improvements

Signed _____ (Chair 10.02.26)

Approved by all present committee members. 10.02.26