
2025 Safeguarding Policy & Reporting Procedure of Ashley Green and District Community Association (“AGDCA”)

'For reporting a safeguarding concern please see section 7'

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect. This policy defines how the AGDCA operates to safeguard children, young people and adults at risk of abuse or neglect. We (AGDCA committee) have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers and staff.

2. Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors, hirers, and volunteers and will be used to support their work.

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.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from www.nspcc.org.uk/learning .

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk 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.

3. Persons affected

- All trustees, volunteers, and staff.
- All those attending any activity or service that is being delivered from the Memorial Hall, Old School, Green Room or Wykes Building.
- All hirers using the premises for activities.

4. Policy principles

The AGDCA is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount.
- All children, young people and adults at risk have the right to protection from abuse.
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part.
- The AGDCA has a zero-tolerance approach to abuse.
- There can be no excuses for not taking all reasonable action to protect children & adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.
- The AGDCA recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.
- The AGDCA is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.
- The AGDCA is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

5. Procedures for Safeguarding Policy- please see details of procedure action at the end of the document

Reporting concerns

All trustees, volunteers and room hirers conducting activities who have safeguarding concerns or where allegations of abuse have been made will agree to follow the guidance in this procedures section below.

Hiring Procedures

The hall committee will ensure that all hirers of the hall have signed a hiring agreement. All 'regular' hirers who wish to use the hall for recurring activities which include children, young people or adults at risk, will need to **additionally** confirm that they will follow the AGDCA safeguarding policy and procedures, in addition to any other safeguarding procedures that is appropriate to the hirers activity.

This includes agreement of Disclosure and Barring checks for any adult who may be alone with Children, young people and vulnerable adults through the Disclosure and Barring Service.

- 1) A member of the committee will be appointed to administer this for child and adult at risk safeguarding matters. All incidents that have occurred in our premises that been reported to Police or Local Authority Safeguarding Teams need also to be reported to the ADGCA safeguarding Lead. The named person is Dr Shelagh Watts until June 2026. Email though lettings@ashleygreen.com

6. Safeguarding procedures for all hirers, activity organisers and Trustees of ADGCA

Hiring Procedures

Each room hirer activity organiser will agree to the following reporting procedure detailed below when

there are safeguarding concerns.

In addition, each room hirer or activity organiser responsible for recurring activity sessions will be responsible for writing their own procedures specific to their activity to ensure safety of the Children & Young people in their responsibility. For example, ensuring safety of activities with risk assessments, keeping children safe on line, codes of conduct for staff, response to bullying, information sharing, photography permissions, adult to child ratios.

Extensive Guidance for this can be found in the links below

Disclosure and Barring Checks (DBS) Procedures for all hirers, activity organisers and Trustees of ADGCA

In confirming agreement for the safeguarding and procedures process, this includes agreement of Disclosure and Barring checks for any adult who may be alone with Children, young people and vulnerable adults.

Each hirer or activity organiser needs to confirm that they and any adult who may be alone with their clients holds a Disclosure and Barring Service (DBS) document that is dated within the last 5 years.

All new hirers provide need evidence for this in their first term on booking the hall, and regular hirers will be asked to give evidence of this periodically during their tenure. Guidance for obtaining this are in the links below

7. Reporting concerns for all those users of ADGCA Premises

- All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately, following the guidance in this policy (see below).
- An Allegation may relate to a person who works or lives or befriends children or adults at risk who has:
 - behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
 - possibly committed a criminal offence against or related to a child or adult at risk; or behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.

If a Child or Adult is in immediate danger call 999

Everyone has the requirement to report any concerns about children, young person or vulnerable adults. The NSPCC will discuss and advise with any caller whether steps need to be taken to report concerns.

NSPCC HELPLINE 0808 800 5000.

OPEN Monday - Friday 8am to 10pm, and S -S 9am to 6pm

Email: help@nspcc.org.uk

For any incident or information gained that is of concern the individual receiving the information should write notes of conversations and actions taken with time and date with your signature to aid memory if reporting required.

Any incident of a child (up to 18 years) should be reported to Bucks Multi-Agency First Response

Safeguarding ub

<https://www.buckssafeguarding.org.uk/childrenpartnership/reporting-a-concern/report-a-concern-professional/>

CALL 01296 383962 M-F 9-5pm

If you need an urgent response outside of these hours, contact the Emergency Duty Team (EDT) on 0800 999 7677.

Email: secure-cypfirstresponse@buckinghamshire.gov.uk

Or for a child living in Hertfordshire call Herts Safeguarding Children's Partnership

CALL 0300 1234043 24hrs

<https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/hertfordshire-safeguarding-children-partnership/hscp.aspx>

Concerns about Adult safety in Hertfordshire call 03001234042 24hrs

<https://www.hertfordshire.gov.uk/services/adult-social-services/report-a-concern-about-an-adult/report-a-concern-about-an-adult.aspx>

Concerns about Adult safety Buckinghamshire email the link below

<https://www.buckssafeguarding.org.uk/adultsboard/report-a-concern/>

<https://adultsportal.buckinghamshire.gov.uk/web/portal/pages/saconcernpub#hSaPub>

Please report any incidences of such concerns or reporting of incidents to the AGDCA safeguarding lead Dr Shelagh Watts via lettings@Ashleygreen.org.uk . All such information will be held confidentially.

If a Child or Adult is in immediate danger call 999

8. Guidance for hirers and activity organisers for writing safeguarding procedures and DBS application.

If a new safeguarding Policy and Procedure (what you do to keep a child safe) needs to be written for your activity, templates for a policy can be downloaded from NSPCC <https://learning.nspcc.org.uk> .

OR the Ann Craft trust (for adults & Young people with special attention to sport)

<https://www.anncrafttrust.org>

Procedures that you need to add to your policy should be tailored to your activity but should clearly state action needed to report concerns by any child or worker and follow the ADGCA reported procedure above.

A DBS certificate is needed for those who have are working (unsupervised for any part of the activity) with children or vulnerable adults.

Please be aware what is relevant to your situation in regards to your safeguarding procedures;

For example, if you are a lone worker, NSPCC has detailed checklist what is required in regards to

safeguarding to keep you and your clients safe, and how to deal with any issues that might arise.

<https://learning.nspcc.org.uk/safeguarding-child-protection/lone-working>

Adult /child supervision and ratios for care:

<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children#article-top>

Risk assessments for planning trips or activities:

<https://learning.nspcc.org.uk/news/2019/october/managing-safeguarding-risks-when-planning-activities>

If your clients are using the internet during their activity:

<https://learning.nspcc.org.uk/media/1599/online-safety-agreement-example.pdf>

A copy of your Policy, procedures will be kept on file with your contract. Evidence of DBS certificates will need to be seen by the named AGDCA safeguarding lead.

All information will be kept confidentially and will need to be renewed every 3 years.

Appendix

Additional Safeguarding Policy & Procedures for all Trustees of ADGCA

Members of Committee

- 1) All members of the committee will have signed the Trustee Statement of Eligibility form* for trustees which includes a declaration that they have no convictions in relation to abuse.
- 2) All members of the committee will familiarise themselves with safeguarding responsibilities, seek clarification and training if needed on safeguarding issues including whistleblowing, reporting concerns to ensure that they understand the principles set out in this policy at 4 above.
- 3) All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- 4) All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
- 5) The hall committee will follow safe recruitment practices. (see appendix B).
- 6) A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters.
- 7) The village hall management committee will carry out a bi-annual review of this policy.

Safe Recruitment Procedures

The AGDCA will practice safe recruitment where the committee has employees. This will include self-employed cleaners and caretakers, but this may also include volunteers or anyone working for the village hall committee and having **unsupervised access** to vulnerable users e.g. organising a lunch for older people or running an activity for children or volunteers undertaking a task at the village hall.

All newly recruited staff (from January 2021), working directly for the village hall must:

- Complete an application form which shows their employment history.
 - Provide at least two references, one being the most recent/latest employer/school/college.
 - If working directly with children or adults at risk one of the references should come from someone who has supervised them working with children or adults at risk before. This should confirm that in their opinion they are suitable to work with children/adults at risk.
 - If working directly with children or adults at risk, they should be checked under and Barring Service and a copy of the disclosure kept in the safeguarding file.
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