



# Safeguarding Policy

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## Purpose

The purpose of this policy is to protect people, and to define our safeguarding responsibilities and the procedures that are in place.

## Lead Trustee

A lead trustee will be appointed to provide oversight of safeguarding and to lead on any incident investigation and reporting.

Lead Trustee	David Bryant
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## Applicability

This policy applies to anyone working on our behalf, including our trustees, staff and volunteers.

Partner organisations, and groups that use the Hall, are required to have their own safeguarding procedures. These shall, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work.

## Principles

We believe that:

- Anybody who attends the Hall should never experience abuse, harm, neglect or exploitation
- We all have a responsibility to promote the welfare of everyone, to keep them safe and to work in a way that protects them
- We all have a responsibility for creating a culture in which people feel safe and can speak up if they have any concerns

## Types of Abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, racial, sexual or institutional abuse, including neglect and exploitation.

## Reporting

If a crime is in progress, or an individual is in immediate danger, call the police, as you would in any other circumstance.

If you are a member of the public, make your concerns known to a member of our team who will contact the lead trustee.

For members of the charity, make your concerns known to the lead trustee. If you feel unable to do so, speak to another trustee.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting and, if applicable, any other regulators. They are aware of the Government guidance on handling safeguarding allegations.

## Responsibilities

**Trustees and Staff.** This safeguarding policy shall be reviewed and approved by the trustees annually.

Trustees are aware of, and will comply with, the Charity Commission guidance on safeguarding and protecting people, and the 10 actions trustees need to take to ensure good safeguarding governance.

Trustees and members of staff safeguarding responsibilities include:

- Creating a culture of respect in which everyone feels safe and can speak up
- An annual review of safety, with recommendations
- Responding to any concerns sensitively and acting quickly to address these
- Ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively
- Ensuring any reporting to the Police and statutory authorities is carried out
- Ensuring safeguarding risk assessments are carried out and appropriate action taken
- Ensuring that all relevant checks (e.g. DBS) are carried out when recruiting staff and volunteers.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video
- Making staff, volunteers and others aware of:
  - Our safeguarding procedures and their specific safeguarding responsibilities
  - The signs of potential abuse and how to report these

**Everyone.** To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately.

## Fundraising

We will ensure that:

- We comply with the Code of Fundraising Practice, including fundraising that involves children
- We do not solicit or accept donations from anyone we know or think may not be competent to make their own decisions
- We are sensitive to any need that a donor may have

## Online Safety

We will identify and manage online risks by ensuring:

- Trustees, staff and volunteers understand how to keep themselves safe online
- The online services we provide are suitable for our users
- The services we use and/or provide are safe and in line with our code of conduct
- We protect people's personal data and follow data protection legislation

- We have permission to display any images on our website or social media accounts, including consent from an individual, parent, etc
- We clearly explain how users can report online concerns, which may be reported using this policy

## Working With Other Organisations

In working with other organisations, including any grant applications or donations, we will comply with Charity Commission guidance by carrying out relevant due diligence and having a written agreement that sets out:

- Our relationship
- The role of each organisation
- Monitoring and reporting arrangements

## Availability

This policy is published on our website <https://www.colburymemorialhall.org.uk/> and shall be given to anyone who wishes to report a concern.

## Version Control - Approval and Review

This policy shall be reviewed and approved annually by trustees, following an incident or other significant factor.

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Trustees	31.10.2025	First version approved	Annual