

## Serving the Community

Charitable Incorporated Organisation 1162816  
Tel 07748 531275

**Ripley Village Hall**  
**High Street,**  
**Ripley, Surrey**  
**GU23 6AF**

## Procedures for Safeguarding

### 1. Procedures for Safeguarding

- 1.1 Groups and individuals hiring the Hall and Victory House are responsible for their own safeguarding arrangements. Ripley Village Hall's responsibility is to ensure that anyone who runs events or activities specifically for Children, Young People or Vulnerable Adults maintain the required levels of disclosure, supervision and have appropriate training. Organisers of activities attended by vulnerable persons must have appropriate measures in place to ensure sufficient protection is afforded to those persons. Organisers of such activities must disclose those measures to the Ripley Village Hall responsible person, see 1.3 below, upon request. Use of the Hall or Victory House may be refused where adequate protection for such vulnerable groups cannot be demonstrated to Ripley Village Hall's reasonable satisfaction.
- 1.2 Groups which serve the under 3, 3 - 5 and 5 - 11 age groups will follow the Ofsted guidelines for levels of supervision.  
<https://www.gov.uk/government/publications/ofsted-safeguarding-policy>
- 1.3 If any user has concerns about the behaviour or actions of anyone associated with the Hall they should immediately inform the named person in their group initially responsible for Safeguarding and the RVH Administrator at [info@ripleyvillagehall.org.uk](mailto:info@ripleyvillagehall.org.uk) or the Board of Trustees Chairperson at [info@ripleyvillagehall.org.uk](mailto:info@ripleyvillagehall.org.uk). Anyone acting in an unsafe or unwise manner may be subject to referral to the relevant authorities.
- 1.4 Any concern disclosed to a user or hirer should be recorded by them as soon as practicable. Leading questions should not be asked but a clear factual written record made of what has been disclosed. All referrers should follow the following summary guidance:
  - Record the time and date
  - Don't promise to keep what you're told a secret
  - Tell the child or young person what you will do next
  - Don't make promises you cannot keep
- 1.5 All disclosures should be immediately reported to the named Safeguarding person for the hiring group who should as soon as possible inform the Ripley Village Hall responsible person (see 1.3 above). The named safeguarding person will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency. The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

1.6 Confidentiality cannot be promised in any case where an individual may be in danger of any form of abuse. Abuse can include physical, sexual, emotional or neglect. Ripley Village Hall may, without reference to any person, seek assistance from or make a referral to any competent authority for them to advise or take appropriate further action, with the adult responsible for the individual who has made a disclosure being notified if appropriate.

1.7 Persons making relevant disclosures to Ripley Village Hall must co-operate fully with Ripley Village Hall and any competent authority in dealing with investigations into complaints, must follow appropriate recommendations and carry out any recommended further actions.

## **2. Recruitment and Selection of Contracted Staff and Volunteers**

2.1 Ripley Village Hall has contracted staff and volunteers. Currently contracted staff and volunteers who regularly attend the Hall and Victory House will be subject to DBS checks. All Trustees of Ripley Village Hall are also required to have DBS checks carried out. If conditions change for these or any future contracted staff or volunteers their role will be assessed and any necessary checks carried out accordingly.

## **3. Whistle Blowing Policy**

3.1 Matters being dealt with under the RVH Safeguarding Policy will be conducted, where appropriate, in accordance with the RVH Whistle Blowing Policy, available on the RVH website.

### **Further advice and support**

At any stage you may wish to seek further advice or support from the following sources:

Child Protection: NSPCC – [www.nspcc.org.uk](http://www.nspcc.org.uk) or 0116 234 7223

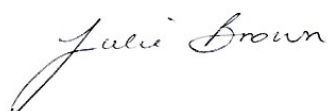
NSPCC Child Protection Helpline – 0808 800 5000

Criminal Records Bureau – [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

Save the Children – [www.scfuk.org.uk](http://www.scfuk.org.uk) Early Years Partnerships – based in County Council Social Services depts.

Vulnerable Adults Protection: Action on Elder Abuse – helpline 0808 808 814

**Signed on behalf of the Trustees**



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**Next Review Date July 2027**