

Redwick Village Hall Child and Vulnerable Adults Protection Procedures for Trustees and Management Committee

Introduction

This document defines how the Board or Trustees and the Management Committee of Redwick Village Hall operates to safeguard children, young people, and adults at risk of abuse or neglect. It must be read in line with Redwick Village Hall's Child and Vulnerable Adults Protection Policy.

It is an obligation on all Trustees and Management Committee members to ensure that the Child Protection Policy and the procedures detailed in this document are always followed.

Completing the Paperwork

It is a HM Government obligation for all Trustees to sign the Trustee Statement of Eligibility form which includes a declaration that the Trustee is not on the sex offender's register. The paperwork shall be signed and submitted to the Management Committee's Chair for storage.

All Management Committee members shall sign the Hall's declaration form to confirm that they are not on the sex offender's register. The paperwork shall be signed and submitted to the Management Committee's Chair for storage.

What to do if I have child protection/safeguarding concerns?

All concerns regarding child protection and safeguarding issues at the Hall, whether part of your role as a Trustee or Management Committee member or not should be raised immediately and in writing to the Board of Trustees and Management Committee Officers and if deemed sufficiently serious then to the police on 101.

The Management Committee's Chair shall be responsible for child protection and safeguarding of vulnerable adults and shall report all child protection and safeguarding concerns to Gwent Safeguarding via <https://www.gwentsafeguarding.org.uk> or the police if deemed necessary.

What should I do if I need to work with children and vulnerable adults?

While it is unlikely that your role as a Trustee or Management Committee will require you to work with or have unsupervised access to children or vulnerable adults there may be times where you are asked or required to do so.

Should there be a requirement for you to have unsupervised access to children or vulnerable adults then you must obtain a Disclosure and Barring Services (DBS) Certificate via the method below. The cost of obtaining such a certificate can be claimed as an expense via the Treasurer.

Your certificate should be submitted to the Chair of the Management Committee for its review to confirm that there are no safeguarding concerns.

You shall not work or have unsupervised access to children or vulnerable adults until you receive written confirmation from the Management Committee that it is acceptable to do so.

Applying for a Disclosure and Barring Services (DBS) Certificate

Individuals who are required to have unsupervised access to children or vulnerable adults as part of their role as a Trustee or Management Committee member shall obtain a DBS certificate and submit it for review to the Chair as detailed in the Child and Vulnerable Adult Protection policy.

DBS applications can be made at: <https://www.gov.uk/request-copy-criminal-record>

Version Control - Approval and Review

Version No	Approved By	Approval/Effective from Date	Main Changes	Review Period
0.1.0	N/A	27 th September 2023	Initial draft for peer review.	N/A
0.2.0	N/A	28 th September 2023	Updated draft following peer review.	N/A
1.0.0	Board of Trustees	28 th September 2023	Up-issued to V1.0.0 following peer review.	12 months.