

Safeguarding Policy: Henderson Hall

This policy sets out how Henderson Hall operates to safeguard children, young people and adults at risk of abuse or neglect.

It applies to users of, and activities in Henderson Hall and any ancillary activities which are the responsibility of the Management Committee.

This policy is in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith

In Wales, the Social Services and Well-being (Wales) Act 2014 is the latest legislation covering safeguarding. It has been in force from April 2016 and applies to:

Children - a person aged under 18 years (in certain circumstances children's legal rights can apply to a person up to the age of 25; who has a learning disability or who has been looked after by a local authority at any time after reaching the age of 16).

Vulnerable Adults - someone who is over 18 and has the dependency on others for the performance of or the requirement for assistance in basic functioning, a severe impairment in communication ability or a reduced ability to protect themselves from abuse, assault or neglect.

All Henderson Hall trustees, employees, committee members and other volunteers have a duty with respect to safeguarding. Vulnerable individuals could include: children, young people, adults with learning difficulties or physical disability, frail, elderly people and their carers.

They should respond to any concerns raised regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discrimination against, or violation or exploitation of, a vulnerable person. This policy is in place to protect all people regardless of gender, ethnicity, disability, sexuality, religion or faith.

Principles

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, financial, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards users not be permitted or tolerated.

Policy Statement

No trustee, employee, contractor, committee member or other volunteer will have unsupervised access to children or vulnerable adults unless they have been through a safe recruitment procedure and Child Protection or Vulnerable Adults Protection introductory training.

All suspicions or allegations of abuse against a vulnerable adult or child will be taken seriously and dealt with speedily and appropriately.

All trustees, employees, contractors, committee members or other volunteers need to be aware of this policy and should be offered introductory training where appropriate.

The Chair of Henderson Hall Committee is the nominated Safeguarding Officer to whom any suspicions or concerns should be reported.

The nominated Safeguarding officer has responsibility for reporting concerns that arise, as a matter of urgency, to the appropriate agency of the local authority or the police. 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 an external agency.

The nominated person will:

Know contact in Social Services for advice and referrals

Know about helplines and other sources of help for children and young people and vulnerable adults

Ensure that there is an environment in which people have the opportunity to raise any concerns relating to the welfare of young or vulnerable users.

In Powys it is ASSIST (formerly PPD) Tel: 01597 828649.

Procedures including dealing with disclosures

Any photographs or recordings of children/vulnerable adults should only be taken with the person's consent and parents/carers' permission.

The Management Committee will endeavour to keep the premises safe for use. No member of the Trustees, outside contractors, hirers or volunteers will have unsupervised access to children or vulnerable adults unless in possession of appropriate clearance such as Disclosure Barring Services checks (DBS).

The Hall Committee will ensure that all hirers/users of the Hall are aware that any safeguarding of children or vulnerable adults is the responsibility of the hirers.

Hirers who wish to use the hall for regular activities which include children and adults at risk (e.g. playgroup or sports clubs) are required to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

Hirers need to be aware of any times that facilities such as the toilets might be shared with other groups and users and that appropriate supervision/arrangements should be made.

The Management Committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18 and that no children may be admitted to films when they are below the age classification for the film or show.

Acceptance of the Henderson Hall safeguarding policy is part of the agreed contract taken out on hiring the hall.

Dealing with disclosures

If a child or adult at risk tells you that they are being abused, or if an allegation is raised by a third party, the following steps should be followed:

Try not to appear shocked and show that you accept what they are saying and that you take their allegation seriously. Listen carefully and sympathetically and bear in mind communication in relation to age or any learning disabilities.

Do not prompt or ask leading questions.

Explain what action you must take i.e. immediate referral to a designated person. Do not promise confidentiality, as information on abuse must be reported.

Make a note of the date, time, place, and people who were present and write down exactly what you have been told, using the exact words if possible.

Do not confront the alleged abuser.

Refer all information immediately to the relevant designated person.

All allegations of abuse of children or adults at risks must be reported to the designated person on the day that they are raised, who will then take all further

necessary action. This is the case whether the alleged abuse took place within PAVO or another organisation.

Individuals should never deal with abuse disclosures in isolation and should always refer to the nominated person.

The nominated person is Kirsten Jones

Review

This policy was agreed on and will be reviewed annually.

Date

02 April 2026

Kirsten Jones