

**HUNSTON VILLAGE HALL**  
*Serving the community of Hunston and surrounding*  
Hunston Village Hall, Selsey Road, Hunston, PO20 1AW



## **Safeguarding Policy**

**Reviewed and Updated:** 4 January 2026

**Next Review Date:** 4 January 2027

### **1. Introduction**

The Hunston Village Hall Trustee recognises its duty of care to safeguard and promote the welfare of children, young people, and vulnerable adults who use the hall. The Trustee believes it is always unacceptable for a child, young person, or vulnerable adult to experience abuse of any kind and is committed to practices that protect them and promote their well-being.

We recognise that:

- The welfare of children, young people, and vulnerable adults is paramount.
- All children, young people, and vulnerable adults—regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity—have the right to equal protection from all types of harm and abuse.
- Working in partnership with users, carers, parents, local organisations, and statutory agencies is essential in promoting welfare and protection.

#### ***Important Note:***

Hunston Village Hall does not employ a Safeguarding Officer, and the Trustee does not accept any responsibility or liability for safeguarding matters arising from activities held at the hall. Responsibility for safeguarding lies entirely with the individual hirers or organisers of those activities.

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### **2. Purpose**

The purpose of this policy is to:

- Provide protection for children, young people, and vulnerable adults who use Hunston Village Hall, including children of adult users.
  - Provide guidance for hirers, staff, volunteers, and Committee members on the actions to take if they have concerns about a child, young person, or vulnerable adult.
  - Establish the responsibilities of the Trustee in relation to safeguarding, recognising that the Village Hall does not employ a Safeguarding Officer, and that hirers hold primary responsibility for the safeguarding of their participants.
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### **3. Scope**

This policy applies to:

- All users, hirers, and visitors to Hunston Village Hall.
- Members of the Hunston Village Hall Trustee Committee, staff, and volunteers.
- Any activities taking place on the premises.

#### **Clarification:**

While the Trustee ensures that Hunston Village Hall provides a safe and well-maintained environment, it does not oversee, manage, or accept responsibility for the safeguarding arrangements of independent hirers or groups using the facility.

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## 4. Responsibilities

### 4.1 The Management Committee and Trustees

- Have a general duty of care to ensure the hall is a safe physical environment for all users.
- Ensure that hirers and users are made aware of this safeguarding policy and their own responsibilities.
- Keep relevant contact details for local safeguarding authorities available and displayed in the hall.
- Ensure this policy is reviewed annually or when changes in legislation occur.

However:

The Trustee of Hunston Village Hall do not hold responsibility for the safeguarding of children, young people, or vulnerable adults using the premises. They do not have a Safeguarding Officer in place and are not responsible for the conduct, supervision, or policies of independent hirers, staff, volunteers, or organisations operating within the hall.

### 4.2 Hirers and Activity Organisers

- Hold primary responsibility for the safeguarding of any children, young people, or vulnerable adults attending their activities or events.
- Must ensure that they have their own safeguarding policy and procedures if their activities involve children or vulnerable adults.
- Are responsible for ensuring that their staff, volunteers, or helpers are appropriately vetted (e.g., via DBS checks where required).
- Must report any safeguarding concerns that occur on the premises to the relevant statutory authorities.

### 4.3 All Users and Volunteers

- Should remain vigilant and report any concerns about a child, young person, or vulnerable adult to the appropriate authorities.
- Should treat all individuals with respect and dignity.

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## 5. Safeguarding Principles

Hunston Village Hall seeks to safeguard children, young people, and vulnerable adults by:

- Valuing, listening to, and respecting them.
- Promoting safe practices and awareness among users and hirers.
- Requiring all regular hirers working with children or vulnerable adults to provide evidence of their own safeguarding procedures.
- Ensuring photographs of children are only taken with parental consent.
- Displaying contact details for local safeguarding agencies in the hall.
- Reviewing safeguarding practices annually to ensure effectiveness.

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## 6. Reporting Concerns

As Hunston Village Hall does not have a designated Safeguarding Officer, and the Trustee holds no responsibility for safeguarding matters, any person who suspects that a child, young person, or vulnerable adult is being abused, neglected, or is at risk of harm should:

1. Contact the relevant statutory agency directly:
  - West Sussex Children's Services: 01403 229900
  - West Sussex Adult Social Care: 01243 642121
  - Police (Emergency): 999
  - Police (Non-Emergency): 101

2. Inform the Trustee only for record-keeping purposes, if appropriate.
  3. Do not investigate the matter yourself or discuss it with others beyond what is necessary for reporting.
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## 7. Confidentiality

All safeguarding concerns will be handled with sensitivity and confidentiality. Information will only be shared on a need-to-know basis to protect the individual at risk and comply with legal obligations.

However, as Hunston Village Hall has no Safeguarding Officer, the Trustee will not investigate, manage, or store safeguarding information, other than maintaining a record that an external report has been made.

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## 8. Recruitment and Training

- The Trustee will follow safe recruitment practices for any staff or volunteers engaged directly by the hall.
  - Where hirers employ staff or volunteers, they are responsible for ensuring that safe recruitment and appropriate DBS checks are carried out where required.
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## 9. Monitoring and Review

- This policy will be reviewed annually by the Hunston Village Hall Trustee.
  - It will also be reviewed immediately if there are any changes to safeguarding legislation or if any incident indicates a need for revision.
  - Updated versions will be made available to all hirers and displayed in the hall.
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Contact for Safeguarding Concerns:

- West Sussex Children's Services: 01403 229900
- West Sussex Adult Social Care: 01243 642121
- Police (Emergency): 999
- Police (Non-Emergency): 101

Signed by: Carol Smith

Name (Hunston Village Hall Trustee): Carol Smith

Date: 4<sup>th</sup> January 2026