

NEW FROST HALL POLICY DOCUMENT

TRUSTEE SAFEGUARDING POLICY

Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect. This policy defines how The New Frost Hall operates to safeguard children, young people, and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Adult at risk of abuse or neglect. For the purposes of this policy, adult at risk refers to someone aged 18 years old or over who, according to Section 42 of the Care Act 2014:

- Has care and support needs
- Is experiencing, or is at risk of, abuse or neglect

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

Persons Affected

- All trustees, volunteers, and staff
- All those attending any activity or service that is being delivered from the village hall charity property
- All visitors and contractors

Policy Principles

There can be no excuses for not taking all reasonable action to protect children and adults at risk from abuse or neglect. All citizens of the United Kingdom have their rights enshrined within the

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Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

The New Frost Hall committee has a zero-tolerance approach to abuse. The New Frost Hall committee recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

The New Frost Hall committee is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

The New Frost Hall committee is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of child and adults at risk that it may occur. Details can be found at <https://norfolklscp.org.uk/>

The New Frost Hall committee adheres to the following principles:

- The welfare of the child, young person or adult at risk is paramount.
- All children, young people and adults at risk have the right to protection from abuse.
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

Procedures

- a) All members of the committee will sign the Declaration of Acceptance of Office for trustees which includes a declaration that they have no convictions in relation to abuse. Any members who have a current DBS will record this on the declaration and this will be checked on the update service (permission to check must be sought first).
- b) All members of the committee will familiarise themselves with this safeguarding policy. Where appropriate, they will undertake training on safeguarding issues, including whistleblowing, where it is available and offered locally.
- c) All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately.
- d) Hall users: The hall committee will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to the hall's principles and procedures with regard to safeguarding.
- e) Playgroup: The village hall has a playgroup attached to the hall in its own designated room. The playgroup has a full policy on safeguarding and hold the responsibility to ensure that the children

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are kept safe. The playgroup facilities are not to be accessed at any time without express permission of its staff or volunteers.

- f)** CCTV: We have CCTV throughout the inside and outside of the hall to ensure the safety of everyone who uses it. We follow GDPR guidelines to ensure all recordings are secure and only used for the appropriate reason. Only committee members will be allowed access to this information unless requested by an appropriate authority and 2 members will review the images together and never alone. We understand that images of the playgroup children may be on the recordings and will advise the playgroup SLP (safeguarding lead practitioner) before sharing. No recordings can be downloaded to personal devices and any breaches in GDPR will be taken seriously and dealt with appropriately. Committee members will always obtain advice before sharing any sensitive information or images.
- g)** Alcohol use: The New Frost Hall Committee holds all appropriate licences. No under age minors will be served alcohol under any circumstances. Any large parties comprising teens and young adults will have their identity checked. Bar volunteers will use their experience and judgement when serving this age group and will challenge if they feel the young person is under age. Any adult will be denied alcohol if they are deemed at risk to themselves or to the children under their care.
- h)** Reporting concerns: The New Frost Hall Committee has a duty to report any safeguarding concerns to the LSCB, Police and children's social care and will follow the normal safeguarding reporting concerns procedures.

Examples of types of abuse can be found in appendix A

This policy will be reviewed annually

| Revision | Approved by | Approval Date | Main Changes | Next Review |
|----------|----------------------|---------------|--------------|-------------|
| 1.0 | Policy sub committee | 27 Nov 2023 | First issue | Nov 2024 |

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Appendix A

What to look out for – Signs of Abuse

“Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abuse in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.”

(Working Together to Safeguard Children, 2019)

A brief description of each area of abuse follows:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Signs of physical abuse may be identified as bruises, broken bones, aggressive behaviour, the child may also become sad, withdrawn or depressed etc.

Female Genital mutilation (FGM) is the partial or complete removal or modification of the female genitalia for cultural or religious reasons. It is illegal practice FGM in the UK and it is illegal to remove a child from the UK for this procedure.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or only valued when they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or “making fun” of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children to frequently to feel frightened or in danger, or the exploration or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Signs of emotional abuse could cause a child to be withdrawn, overact to mistakes or become clingy etc.

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Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities such as involving children in looking at or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. Child Sexual Exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.

Signs of sexual abuse may be identified as bruises in intimate places, bite marks, becoming worried about clothing being removed, stomach pains etc. The child could also become isolated or withdrawn from the group.

Harmful Sexual Behaviour

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive (derived from Hackett, 2014). It may also be referred to as sexually harmful behaviour or sexualised behaviour. HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards.

Not all sexual behaviour is harmful and is often part of normal growth and development. For more information on tell between harmful and development follow the link [Protecting children from harmful sexual behaviour | NSPCC Learning](#)

Signs may be:

- have poor self-regulation and coping skills
- experience social anxiety and a sense of social inadequacy
- have poorly internalised rules for social behaviour
- have a poorly developed sense of morality
- lack secure and confident attachments to others
- have limited self-control and act out emotional experiences through negative or otherwise inappropriate behaviour
- have little insight into the feelings and needs of others or their own mental states
- place their own needs and feelings ahead of the needs and feelings of others
- show a poorly defined sense of personal boundaries
- have developed strong and not easily corrected cognitive distortions about others, themselves, and the world they share
- have deficits in social skills and in social competence overall

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Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter including exclusion from home or abandonment
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision including the use of inadequate care-givers
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Signs of neglect could be constant hunger and/or tiredness, poor personal hygiene, no social relationships or destructive tendencies etc.

Female Genital Mutilation

Female genital mutilation (FGM) is a collective term for procedures, which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The age at which girls undergo FGM varies enormously according to the community however it is typically performed on girls aged between 5 and 8, but in some cases, it is performed on new-born infants or on young women before marriage or pregnancy.

FGM is illegal in the UK The Female Genital Mutilation Act 2003 makes it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

- A girl or woman may have difficulty walking, sitting or standing
- A girl or woman may spend longer than normal in the bathroom or toilet due to difficulties urinating
- A girl may spend long periods of time away from a classroom during the day with bladder or menstrual problems
- A girl or woman may have frequent urinary or menstrual problems
- There may be prolonged or repeated absences from school or college
- A prolonged absence from school or college with noticeable behaviour changes (e.g., withdrawal or depression) on the girl's return could be an indication that a girl has recently undergone FGM
- A girl or woman may be particularly reluctant to undergo normal medical examinations
- A girl or woman may confide in a professional
- A girl or woman may ask for help, but may not be explicit about the problem due to embarrassment or fear
- Talking about a planned journey/becoming a woman, or a planned extended holiday abroad

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It is really important to listen to the voice of a child to identify FGM. We will report any concerns before the child leaves the UK and will follow the same reporting concerns procedure if we feel a child is at risk.

There may be older women in the family who have already had the procedure and this may prompt concern as to the potential risk of harm to other female children in the same family.

Forced Marriages and Honour Based Violence

In a forced marriage, one or both spouses do not consent to the arrangement of the marriage and some elements of duress are involved. Duress can include physical, psychological, financial, sexual and emotional pressure.

Forced Marriage is an abuse of human rights and, where a child is involved, an abuse of the rights of the child.

There is a clear difference between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the young people. Forced Marriage is a violation of a person's human rights and cannot be justified on religious or cultural grounds.

- Truancy
- Decline in performance or punctuality
- Low motivation at school
- Poor exam results
- Being withdrawn from education by those with Parental Responsibility and / or requests for extended leave
- Not allowed to attend extra-curricular activities
- Self-harm and attempted suicide
- Female Genital Mutilation
- Eating disorders
- Depression
- Social Isolation
- Siblings forced to marry
- Family disputes
- Unreasonable restrictions e.g., house arrest
- Other young people within the family reported missing
- Reports of domestic violence or breaches of the peace at the family home
- The individual reported for offences e.g., shoplifting or substance misuse
- Unreasonable financial control, for example confiscation of wages/income

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Trafficking

This is when a child or young person is moved from one place to another, so that he or she can be exploited. This includes situations when a child/young person has:

- been bought or sold for money
- been tricked into leaving home
- been given away by their family because the family need money
- been made to leave their home because of war
- chosen to leave home, thinking they are going to a better life

The movement of a child/young person can be international or within the same country. In most cases, the child/young person suffers because they have been forced or tricked into moving. Child trafficking is growing more common and affecting the lives of more children/young people every day.

Bullying and Cyberbullying

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone.

Just one sign does not always indicate signs of bullying but it is important to keep an eye out and talk to the child, also keeping an eye on electrical equipment and keeping it up to date with the appropriate child protections in place. With older children giving them tools to help themselves empowers them and the children who will not talk about it has somewhere to find help.

- belongings getting 'lost' or damaged
- physical injuries, such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to whoever's bullying them)
- being nervous, losing confidence, or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others

Criminal Exploitation

Criminal exploitation is where children and young people and adult are manipulated and coerced into committing crimes by gangs. Gangs can consist of peers, street gangs or organised criminal gangs. Not all gangs are illegal but children as young as 12 can be exploited and this has an effect on the whole family especially where parents are involved.

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County lines police are a team who are dedicated to this type of crime.

Gangs use Airbnb and short term private rental properties, budget hotels or the homes of drug users, or other vulnerable person that is taken over by a criminal gang – this may be referred to as cuckooing.

Signs of cuckooing

- signs of drug use
- more people coming and going from the property
- more cars or bikes outside
- litter outside
- you haven't seen the person who lives there recently or when you have, they've seemed anxious, distracted or not themselves

Children living in these homes and families are at high risk of other types of abuse.

Children and the vulnerable are targeted by gangs as they are less suspicious and in the case of children, they are given lighter sentences than adults. Children and adults are more likely to be recruited if they are:

- under peer pressure
- want to feel respected or important
- to gain protection from other gangs or bullies
- to make money or gain rewards
- for status and the feeling of power
- excluded from school or unable to find their place/job

Signs of exploitation are

- Frequently absent from, and doing badly in school
- Going missing from home, staying out late and travelling for unexplained reasons
- In a relationship or hanging out with someone older than them
- Being angry, aggressive or violent
- Being isolated or withdrawn
- Having unexplained money and buying new things
- Wearing clothes or accessories in gang colours or getting tattoos
- Using new slang words
- Spending more time on social media and being secretive about time online
- Making more calls or sending more texts, possibly on a new phone or phones
- Self-harming and feeling emotionally unwell
- Taking drugs and abusing alcohol
- Committing petty crimes like shop lifting or vandalism
- Unexplained injuries and refusing to seek medical help
- Carrying weapons or having a dangerous breed of dog

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Domestic abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse. It's important to remember domestic abuse:

- can happen inside and outside the home
- can happen over the phone, on the internet and on social networking sites
- can happen in any relationship and can continue even after the relationship has ended
- both men and women can be abused or abusers

Domestic abuse comes in many forms, it can be emotional, physical, sexual, financial or psychological and can be very difficult to spot. Domestic abuse can affect the children who witness this and should always be reported.

Children may show:

- aggression or bullying
- anti-social behaviour, like vandalism
- anxiety, depression or suicidal thoughts
- attention seeking
- bed-wetting, nightmares or insomnia
- constant or regular sickness, like colds, headaches and mouth ulcers
- drug or alcohol use
- eating disorders
- problems in school or trouble learning
- tantrums
- withdrawal

More information and support can be found at <https://www.norfolkscb.org/> or <https://www.nspcc.org.uk/>

Prevent Duty

We follow the Prevent duty statutory guidance under Section 29 of the Counter-Terrorism and Security Act 2015. Prevent duty places a duty on the New Frost Hall committee to have “due regard to prevent people from being drawn into terrorism.” Whether this is the children or adults who volunteer or use the hall.

Extremism is “vocal or active opposition to fundamental British values”, including:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of different faiths and beliefs

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

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If extremism views are within a family, then very young children may be vulnerable to radicalisation and display concerning behaviour.

What to look for

Here are examples of indicators that may suggest vulnerability to violent extremism:

- Expressed opinions – such as support for violence and terrorism or the values of extremist organisations, airing of political or religious based grievances, unaccepting of other nationalities, religions or cultures
- Material – possession of extremist literature; attempts to access extremist websites and associated password protected chat rooms; possession of material regarding weapons, explosives or military training
- Behaviour and behavioural changes – such as withdrawal from family and peers; hostility towards former associates and family; association with proscribed* organisations and those that hold extremist views
- Under the Terrorism Act 2000 the Home Secretary has the power to proscribe (forbid by law) an organisation believed to be concerned in terrorism. The link below gives details of each organisation proscribed by the UK government:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/400902/Proscription-20150123.pdf
- Personal history – Claims or evidence of involvement in organisations voicing violent extremist ideology and identifying with their cause
- Behaviour from the signs of abuse – in young children these signs can be indicators of vulnerability to violent extremism, especially young children discussing views above their age of understanding

E-Safety

E-safety is about ensuring children and adults are not harmed, placed at risk or bullied through use of the internet, emails, blogs and social networking sites; or by mobile phones and electronic devices and games.

The hall has WiFi access for all to use. We are unable to monitor all usage at the hall as this is often through personal devices but as a committee, we are committed to safeguarding any known concerns about e-safety. We will follow the appropriate safeguarding procurers and get advice about appropriate advice on how to deal with the concern.

Permission will always be sought for any images placed on our social media and this may be through personal devices.

There are NO circumstances that will justify adults possessing indecent images of children.

Adults who possess images or who access and possess links to such indecent websites will be viewed as a significant threat to children.

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Any committee member accessing the internet while at the hall must make sure that children are not exposed to any inappropriate images or web links.

Social Media Sites

Social media is the term given to websites or online tools that build and maintain community engagement such as Facebook, Twitter, Bebo and multi-media sharing websites such as YouTube. We also ask volunteers and users to consider the effects of their posts on our sites to consider the feelings of others when making comments and posts. We will not tolerate negative or disrespectful posts or comments, and will remove or ask for them to be removed and will take any appropriate action needed.

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Appendix B

10 actions trustee boards need to take to ensure good safeguarding governance
Safeguarding should be a key governance priority for all charities

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| Ensure your charity has an adequate safeguarding policy, code of conduct and any other safeguarding procedures. Regularly review and update the policy and procedures to ensure they are fit for purpose | Identify possible risks, including risks to your beneficiaries or to anyone else connected to your charity and any emerging risks on the horizon | Consider how to improve the safeguarding culture within your charity | Ensure that everyone involved with the charity knows how to recognise, respond to, report and record a safeguarding concern | Ensure people know how to raise a safeguarding concern |
| Regularly evaluate any safeguarding training provided, ensuring it is current and relevant | Review which posts within the charity can and must have a DBS check from the Disclosure and Barring Service | Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults at risk | Periodically review your safeguarding policy and procedures, learning from any serious incident or 'near miss' | If you work overseas, find out what different checks and due diligence you need to carry out in different geographical areas of operation |

 **CHARITY COMMISSION**
FOR ENGLAND AND WALES