



Alfold Hall

Safeguarding Policy

'Safeguarding is everyone's business'

- Hirers, Alfold Hall Officers and Committee Members have a duty to safeguard children and vulnerable adult users of the hall and its premises.
- The Committee will respond to any concerns regarding the physical, sexual, emotional, financial or psychological safety of a child/children or vulnerable adults by ensuring a place of safety and contacting the police via 999 if they consider someone to be in immediate danger, or making a referral to Surrey County Council's Safeguarding team(s)
- Where there are concerns relating to discriminatory behaviour of any nature, these will be followed up and investigated

Principles

- All children and vulnerable adults, regardless of gender, ethnicity, disability, sexuality, religion or faith, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect.
- The Committee maintains a safe environment, but the responsibility for ensuring the safety of children or vulnerable adults while at the hall rests with the individual or organisation hiring the hall.

Policy Statement

- Any organisations or individuals hiring the hall for the purposes of holding activities involving children or vulnerable adults are confirming by accepting the Standard Conditions of Hire that they have appropriate safeguarding arrangements in place.
- Any suspicion or allegation of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.
- The Committee works to keep the premises safe for use by children and vulnerable adults and recognises that a higher standard of safety is required where use is made by children, those who cannot read safety notices and physically disabled adults
- The Committee will ensure that the Conditions of Hire regarding the sale of alcohol are brought to the attention of hirers when booking, where this is appropriate.
- The Committee and all hirers are to ensure that required adult to child ratios are met at all times. 1 adult:3 children under 2; 1:4 for children 2-3 years; 1:6 for children 4-8 years; 1:8 for children 9-12 years and 1:10 for children 13-18 years. When the Committee or hirers are working with older, frail or disabled people, they must ensure an appropriate ratio of volunteers to attendees, depending on the specific circumstances and levels of need.
- All Committee Members need to be aware of this policy and its relevance to child protection and safety of vulnerable adults. A copy of this policy will be available on the Alfold Hall website and

provided to all who request it.

- There are nominated and named Safeguarding representatives to whom any suspicions or concerns should be reported.

Reporting procedure

- The nominated Child Protection or Vulnerable Adult representative may choose to have a confidential discussion, with others on a need to know basis, in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.
- Subsequently the representative will have responsibility for reporting concerns to the local authority safeguarding team, if it is deemed appropriate.
- The nominated person should ensure that there is an environment in which trustees, hirers and members of the public using the hall have the opportunity to raise any child protection or vulnerable adult protection concerns.

The Committee representative for Safeguarding is contactable via info@alfoldhall.co.uk

Contact details for referral

If the situation is urgent and there is serious risk of immediate harm, dial 999

Surrey County Council is the relevant Council with Social Services responsibility

To report a safeguarding concern in Surrey, contact the Surrey County Council MASH (Multi-Agency Safeguarding Hub) for adults or the C-SPA (Children's Single Point of Access) for children.

For Children:

- **Phone:** 0300 470 9100 (available 9am to 5pm, Monday to Friday)
- **Email:** cspa@surreycc.gov.uk
- **Emergency Duty Team (Out of Hours):** 01483 517 898

For Adults:

- **Phone:** 0300 470 9100 (available 9am to 5pm, Monday to Friday)
- **Email:** ascmash@surreycc.gov.uk
- **Online Referral - recommended:** Adult Social Care Safeguarding Referral
<https://adultsocialcareportal.surreycc.gov.uk/web/portal/pages/saferef>
- **Textphone:** 18001
- **SMS:** 07527 182 861

NSPCC helpline 0800 800 5000 help@nspcc.org.uk