

INSTITUTE

CIO

No: 1181396

BORROWDALE INSTITUTE Safeguarding Policy

July 2021

APPROVED BY :

Name: Malcolm Stonestreet

Position: Chair of Trustees

Signed:

Date:

Review Date: July 2022

REVIEW SHHET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	July 2021

Safeguarding Policy

This policy has been drafted in accordance with the Charity Commission guidance ‘Safeguarding and protecting people for charities and trustees’ last updated 22nd Oct 2019, and also in line with the NSPCC Example of a Safeguarding Policy of September 2019.

The object of the Borrowdale Institute is:
the provision and maintenance of a village hall for the use of the inhabitants of the parish of Borrowdale (hereinafter called the ‘area of benefit’) without distinction of political,

religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants. (*From the Constitution*)

The purpose of this policy statement is:

- to protect children and young people who use the Institute or use any services conducted on behalf of the Institute from harm. This includes the children of adults who use our services ;
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to

- anyone working on behalf of Institute including the board of trustees, paid staff, volunteers, sessional workers, agency staff and students;
- It also applies to all organisations and individuals who book or use the Institute for any activity.

The Borrowdale Institute is committed to:

- Promoting a safer environment and culture;
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults;
- Responding promptly to every safeguarding concern or allegation, including reporting to the appropriate authorities;
- Ensuring that all hirers and users of the Institute have safeguarding policies and procedures in place that are in keeping with current legal requirements and good practice.

The role of the Borrowdale Institute:

- The Institute does not normally engage in activities directly.
- It facilitates activities in the valley by community development and by letting the Hall and other rooms to other organisations.
- It does this in keeping with its Equal Opportunities Policy

Where the Institute directly engages in work with children or vulnerable adults it will ensure

- that all its staff and volunteers have been recruited and vetted in accordance with recognised practice, including the taking of references, the checking of CVs, obtaining db's clearance at the appropriate level
- that all staff and volunteers are suitably trained in safeguarding policy and procedures
- that, when the Trustees agree to engage directly in such activities, they too shall all be vetted in accordance with Charity Commission guidance for trustees of charities engaging in such work, including being db's checked.

Where the Institute, or any part thereof, is let, booked, or used by any organisation or individual engaging with work with children or vulnerable adults, the Institute

- requires that all hirers recognised safeguarding policy and procedures in place (a copy of such policy and procedures is to be sent to the booking secretary before a booking is confirmed);
- requires that all hirers displayed on the notice board during their time of usage the details of their designated named person for reporting and handling any safeguarding concerns;
- where an individual does to have a policy, the policy of the Institute (above section) is to be adopted;
- for private events (birthday parties etc.), after confirmation from the Bookings Secretary, a separate safeguarding policy is not required, so long as children and vulnerable adults are supervised by responsible adults and not left in the care of the hirer
- all hirers follow the requirements of the Booking Policy

In any event,

- the Institute also commits itself to the recording, storing and using information professionally and securely, in line with data protection legislation and guidance;
- the Institute has its own designated named person for handling any safeguarding concerns. This person, together with the names and contact details of all office holders of the Institute shall be displayed on the notice board, along with other relevant contact details, as listed below.
- Any Safeguarding concern should be raised in accordance with the hirer's policy, direct to the Police, Cumbria Social Services or other professional agency and also notified to the Institute's Named Safeguarding lead.

(Name, Phone number, Email)

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: July 2021