



Naphill Village Hall & Playing Fields Council

## **Safeguarding Policy**

### **1.0 Introduction and Purpose**

- 1.1 The welfare of children and vulnerable adults.
- 1.2 The Council recognises its duty under the Children Act 1989 & 2004, the Care Act 2014, the working together to Safeguard Children statutory guidance (July2023), the Keeping Children Safe in Education 2025 principles and the Prevent Duty (Counter-Terrorism and Security Act 2015)
- 1.3 This policy applies to all Trustees, volunteers, contractors, hirers, and users of the Village Hall and Playing Fields. Its purpose is to outline procedures to protect children and vulnerable adults, and promote a safe, inclusive environment.

### **2.0 Definition of Terms Used**

- 2.1 CHILD - anyone under the age of 18.
- 2.2 VULNERABLE ADULT – 18 plus with care/support needs, experiencing or at risk of abuse or neglect and unable to protect themselves.
- 2.3 SAFEGUARDING – Protection from maltreatment; prevention of harm; safe care; enabling best outcomes.
- 2.4 ABUSE – Physical, emotional, sexual, neglect, exploitation, financial abuse, discrimination, self-harm, coercive control, grooming, bullying.

### **3.0 Principles of our Policy**

- 3.1 Everyone has the right to use facilities free from abuse or neglect.
- 3.2 The Trustees recognise additional vulnerabilities caused by discrimination, dependency, trauma and other factors.
- 3.3 The Trustees operate with transparency, accountability, and proportionate information sharing when required for safety.
- 3.4 The policy will be reviewed and approved annually or sooner if laws change.

### **4.0 Responsibilities**

- 4.1 The Delegated Safeguarding Lead (DSL) is Jo Keattch.

Safeguarding Policy approved 1<sup>st</sup> December 2025

4.2 The Deputy DSL is Sarah Bacon

4.3 All Trustees, volunteers, contractors, and hirers must report safeguarding concerns promptly to the DSL/Deputy.

4.4 The DSL will liaise with statutory services and ensure records are kept securely in line with UK GDPR.

## 5.1 Reporting Suspicions of Abuse

5.2 It is important to record at the earliest opportunity names, dates, details of incidents and potential witnesses

## 5.3 Reporting concerns

- Immediate risk of harm to child or adult : **call 999**.
- **Children:** Buckinghamshire Council First Response Team ( buckssafeguarding.org.uk) **01296 383962** between 9am-5pm Monday to Friday. Other times Emergency Duty Team **0800 999 7677**
- **Adults:** Bucks Adult Social Care: **0800 137915** between 9am-5pm Monday to Friday. Other times Emergency Duty Team 0800 999 7677
- NSPCC Child Protection 0808 800 5000 or textphone: 0800 056 0566
- email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Child Exploitation and Online Protection (CEOP) Centre <https://www.ceop.police.uk/Ceop-Report/>

## 6.1 Training & awareness

6.2 Trustees, regular volunteers, hirers in regulated activities and relevant contractors are required to familiarise themselves with safeguarding and prevent guidelines.

6.3 Whistleblowing protection applies to anyone raising concerns in good faith.

## 7.1 DBS Checks

7.2 Anyone in regulated activity must hold the appropriate level of DBS check.

7.3 Trustees who are not in regulated activity as part of their responsibilities do not require checks.

7.4 Certain hirers who provide services to children will be included in the definition of regulated activity. They will be required to provide evidence of their Safeguarding Policy and DBS clearance when renewed and as and when required.

## 8.1 Lettings

8.2 No child may be admitted to films when they are below the age classification for the film on show.

8.3 No gambling or entertainment of an adult or sexual nature is permitted on the premises.

8.4 Children and Vulnerable Adults need to be supervised when using the Changing Rooms and Toilet facilities by a responsible adult. Organisations hiring the hall or playing fields need to show in their Safeguarding Policy how they address this aspect.

8.5 Organisations hiring the hall or playing fields for activities involving children and/or vulnerable adults must provide evidence of their Safeguarding Policy as and when required. Individuals hiring the hall or playing field for activities involving children and/or vulnerable adults will be made aware of the Village Hall and Playing Field Safeguarding Policy.

8.6 In addition, any individual or group hiring the hall or playing field to provide a facility for children (playgroups, football training, youth clubs for example) will be required to show their DBS clearance to the Safeguarding Delegated Lead and the disclosure number will be recorded. Any delegation of that hirer to other people to supervise the children is the responsibility of the hirer and the Safeguarding Delegated Lead will not vet these delegates for DBS clearance.

8.7 Private parties where parents are present are exempt from DBS, but any entertainers/contractors in unsupervised contact must be checked by the hirer.

### **9.1 Images of Children**

9.2 Trustees will ensure that any photographs or other types of images of children are taken only with parental or guardian consent, stored and shared appropriately. Names must only be used with parental or guardian consent.

### **10.0 Extremism and the Prevent Duty**

10.1 Trustees will not permit the facilities to be used for any extremist activity.

10.2 We are in a higher risk area for any extremist activity. Any suspicions of terrorism should be reported to the police anti-terrorist hotline on 0800 789321 or online at [Tell us about terrorist activity | Metropolitan Police](#)

### **11.0 Other Safeguarding Issues**

11.1 Below are some of the other areas that we need to be alert to in terms of safeguarding the more vulnerable in our community:

Online sexual exploitation of children  
County lines (drug trafficking using people in rural areas)  
Child trafficking  
Female genital mutilation  
Forced marriage  
Grooming

### **12.0 Other Relevant Policies**

- Health & Safety
- Equality & Diversity
- Code of Conduct for Trustees

## **Approval**

This policy has been reviewed and approved by the Council on 1<sup>st</sup> December 2025

**Date for next review: November 2026**