



# Thirteen Top Tips for safeguarding for village halls and community buildings in Suffolk

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# Top Tip #1: Act.

Safeguarding is  
everyone's  
responsibility.

If you see something,  
say something.

# Top Tip #2: Be alert

Abuse does not always look the same in every situation; as everyone's life and experience is different.

If you need to build your knowledge and awareness of safeguarding we'd be delighted to see you on one of *Introduction to Safeguarding* sessions.



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# Top Tip #3: Don't stereotype who you think could be at risk of abuse

Know that a child is any person below the age of 18 including unborn children

The United Nations Convention on the Rights of the Child  
(1989)

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# Top Tip #4: Know your definition of an Adult at Risk.

1

has needs for care and support (whether or not the local authority is meeting any of those needs); and

2

is experiencing, or is at risk of abuse or neglect; and

3

as a result of their care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

Definition  
of an Adult  
at Risk of  
harm

# **Top Tip #5: Make sure your safeguarding policy and procedures are fit for purpose**

The term 'Vulnerable Adult' was replaced by the Care Act 2014 with Adult at risk of harm.

If you have safeguarding policies and procedures that still say 'Vulnerable adults' it's time to update them.

Definition  
of an Adult  
at Risk of  
harm

# TOP TIPS FOR WRITING A SAFEGUARDING POLICY

Supporting a safer Voluntary, Community and  
Social Enterprise Sector in Suffolk



**Safeguarding is everyone's responsibility**

The safeguarding policy is your organisations public commitment to keeping children and adults at risk of abuse safe from harm.

It tells your staff, customers, funders et c. that you take safeguarding seriously and what you will do to protect people from harm.

# TOP TIPS

- The policy only needs to be a couple of pages long. It will need to be accompanied by a longer, detailed operational Procedure that you can follow, if and when needed.
- Have a clear opening policy statement of your organisation's commitment to safeguarding and its safeguarding responsibilities including what action your organisation will take concerning safeguarding.
- Involve people across the organisation in its development. Then it belongs to everyone. 'Safeguarding is everyone's responsibility' not just those who have 'safeguarding' in their role title.
- Write a safeguarding policy that is fit for purpose.
- Reference relevant law and statutory guidance and reflect guidance from the Suffolk Safeguarding Partnership
- Be clear about who the policy applies to (paid staff, volunteers, contractors et c.)
- Use words to show the intent of the policy e.g. using 'should' or 'could' or 'must' or 'will' significantly changes the context and power of the policy. The former implies it is optional the later is directive.
- It is accessible and clear to the people your organisation supports e.g. is there a separate version that children or adults at risk who use your organisation can understand?
- The document identifies your named Designated Safeguarding Lead Deputy and Safeguarding Trustee, or equivalent. Name and contact details
- Have it approved, signed off and supported by your senior leadership team and Board of Trustees.
- Include a review date and history of amendments and updates



### Safeguarding Training Live and On-demand

SEE IT. RECOGNISE IT. REPORT IT.  
Safeguarding is everyone's responsibility. We have effective, affordable training to support you with your safeguarding responsibilities and to SEE IT. RECOGNISE IT. REPORT IT.



### CAS VCSE Safeguarding Peer Support Network

Join our Safeguarding network. Learn from peers, meet invited experts, stay up to date and build relationships with colleagues in the safeguarding community.



### 1 to 1 safeguarding policy surgery

Do you want some support with your safeguarding policy? We offer 1 to 1 support and guidance with your safeguarding policy and procedures including how to embed them in your organisation.



### Are you worried about someone?

If the matter is urgent because a child or adult at Risk of harm is in immediate danger, phone 999. To report other safeguarding concerns read on.



### Example safeguarding policies & procedures

We have what you may be looking for! View our example safeguarding policy and procedure documents. They are free to download and amend to meet your needs.



### Other resources

This section includes safeguarding leaflets, guides, information and #AreTheySafe resource pack that you may find useful.



# Top Tip #6 Contact Community Action Suffolk for safeguarding support

Visit our website  
<https://www.communityaction-suffolk.org.uk/organisation-support/safeguarding/>



# Top Tip #7: Know your customers/clients

Some groups of people *can* be at an increased risk of abuse.

Does your role at a village hall or community building bring you into contact with any of them?

Almost certainly. Read on for details.

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# Groups who can be at an increased risk of abuse

1. Children
2. People dependant on others for assistance, especially with finances and personal care
3. People who lack the capacity to consent
4. People who need support with communication
5. People who need support with mobility
6. People who are isolated
7. People receiving care in their own homes
8. People that may experience discrimination (e.g. hate crime)



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# Top Tip #8: Keep your focus on what is important

The Care Act 2014 makes it clear that abuse links to circumstances rather than the characteristics of the people experiencing the harm.

*Ask yourself: 'Are they safe?'*



# Remember...

Some of the circumstances that leave people vulnerable to harm are invisible; for example some illnesses (mental or physical), domestic abuse, grooming or isolation.

We **must** be aware of our own stereotypes because if we do not think of someone as being at risk of harm then we may not see abuse or fulfil our safeguarding responsibilities to them.



# Reminder:

Anyone can become vulnerable to abuse at any time.

People can stop being vulnerable too.

Ask yourself, 'What is life like for them?'



# Top Tip #9: Be aware of the different categories of abuse

## For Adults:

- \*Neglect/ Acts of Omission
- \*Sexual
- \*Physical
- \*Psychological
- \*Financial
- \*Discriminatory
- \*Organisational
- \*Domestic abuse
- \*Self-neglect/ hoarding
- \*Modern slavery

## For children:

Neglect    Sexual    Emotional    Physical

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# Other safeguarding issues

Gangs & Criminal Child Exploitation (CCE)/ County Lines

Domestic abuse

Mate Crime/ Hate crime

Private fostering

Scams

Modern slavery

Not an exhaustive list



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# TOP TOP TIP#10

If you are worried about  
someone's safety...

Do the right thing.  
Report it.



1. Speak to your Designated Safeguarding Lead

Call 999 in an emergency

2. Report it.

Go to the Suffolk Safeguarding

Partnership website for reporting details

<https://www.suffolksp.org.uk/concerned#volunteers-professionals>

# Top Tip #11: Make safeguarding a governance priority

The Charity Commission makes it very clear; safeguarding applies to everyone who comes in to contact with your organisation. No one who comes into contact with your organisation should experience harm. This includes your Trustees, staff and volunteers as well as your customers.

This means every organisation has safeguarding responsibilities, including yours.



# Top Tips #12:

## Make positive changes

What you can do. Check you have:



Safe recruitment practices



Induction, supervision and training for staff, volunteers and trustees



A Safeguarding Lead and Trustee for your group



Trustees/ Board who know whether safeguarding procedures are working



Appropriate safeguarding policies and procedures



# What can you do?

Some professional safeguards for your Village Hall or Community Building



Have discussions about Safeguarding



Make sure everyone knows their safeguarding responsibilities



Have posters, details for your Clients so they know who they can tell



Be professionally curious



Contact CAS if you want some more support.



# Top Tip #13: Never stop learning

If you need to build your knowledge and awareness of safeguarding we'd be delighted to see you on one of *Introduction to Safeguarding* sessions.

<https://www.communityactionsuffolk.org.uk/cas-events/>

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# ~~DOUBT~~

Do the right thing.

Report it.

You can stop abuse.