

Finchingfield Guildhall Safeguarding Procedures Agreed at a meeting of the Finchingfield Guildhall CIO on Tuesday 24th March

These Procedures should be read in conjunction with the Finchingfield Guildhall Safeguarding Children, Young People and Vulnerable Adults Policy

Safeguarding Officer

The Trustee with delegated responsibility for Safeguarding matters is Douglas West who can be contacted as follows:-

01371 811325

07547 704154

doug.west@btinternet.com

Responsibilities are:-

- To ensure all trustees, managers and volunteers are aware of their responsibilities regarding safeguarding children ,young people and vulnerable adults whilst using the Guildhall;
- To monitor and review our Safeguarding Policy;
- To maintain appropriate records; and
- Ensure that issues of concern are passed to the appropriate agency without delay.

Unsupervised Children

References to children should be taken as referring also to young people and vulnerable adults.

A Notice is displayed at the entrance to the Museum. stating that unaccompanied children under the age of 14 will not be admitted. When appropriate parents should be diplomatically informed that the Museum/Library is not to be used as a crèche.

Should circumstances arise that a volunteer is alone with a child they should if possible move to a place where both can be seen by a colleague or other adult.

If a child is hurt or distressed they should be comforted and reassured without compromising their dignity or calling the volunteers behaviour to be questioned.

Where First Aid is administered it should be carried out with more than one adult present unless delay in providing First Aid would be harmful to the child.

First Aid kits are located in the Guildhall kitchen and in the Library behind the desk.

If First Aid is administered details should be recorded in the Book located by the Museum till.

Use of Information Technology

Libraries can provide opportunities for anonymous access to the internet and volunteers should take reasonable precautions to prevent access to pornography and other unsuitable material. Only ICT equipment belonging to the Guildhall will be used by visitors;

- All Computers will have virus protection installed;
- Children will not be allowed to access social networking sites;
- Volunteers should report any suspicious or offensive material; and
- Suspicions that an adult is attempting to make inappropriate contact with a child on line should be reported to www.ceop.police.uk (Child Exploitation and Online Protection Centre)

Mobile phones and Cameras

Photography in the Guildhall is permitted but children should not be filmed or photographed unless parents are present and give consent. An exception is organised School Visits where prior parental consent is normally given.

Mobile phones may be used on Guildhall premises but restrictions on phone cameras also apply.

Reporting

Harm can include;

- Sexual harm;
- Physical harm;

- Neglect
- Financial harm
- Emotional harm;
- Psychological harm; and
- Verbal harm.

Concerns should be reported to the Safeguarding Officer without delay.

If a child or adult is believed to be at immediate risk of immediate harm ring the police on 999.