**Long Marton Village Institute (LMVI)**

**Vulnerable Adult and Child Safeguarding Policy**

This statement of policy and procedures applies to users of, and activities in Long Marton Village Institute and any ancillary activities which are the responsibility of LMVI Management Committee. This policy is in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith. We also have a duty to safeguard and support our trustees, volunteers, staff and contractors.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults have the right to protection from abuse whether physical, verbal, sexual, bullying, exclusion or neglect.

All persons associated with the Institute and its use, have a responsibility for the safeguarding of children and vulnerable adults.

LMVI Management Committee will endeavour to keep the premises safe for use.

No member of the Management Committee, staff, outside contractors, hirers or volunteers should have unsupervised access to children or vulnerable adults unless in possession of appropriate DBS clearance.

LMVI Management Committee will ensure that all hirers/users of the Institute are aware that safeguarding of children and vulnerable adults is the responsibility of the hirers or organisers of the activities concerned.

Hirers need to be aware that facilities such as the toilets might be shared with other groups and that appropriate supervision arrangements should be made.

The Management Committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18 and that no children may be admitted to films where they are below the age classification for the film or show.

Acceptance of Long Marton Village Institute’s safeguarding policy is part of the agreed contract taken out on hiring the Institute.

**In case of concern:**

All users of the Institute, hirers, volunteers and contractors are legally obligated to report any suspicions of abuse against a child or vulnerable adult to a member of the Management Committee. Concerns or allegations of abuse will be taken seriously and dealt with promptly and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation, a concern about the quality of care or practice or a complaint. Taking the complaint forward to the relevant authorities, parents, carers or guardians will almost always have to be done in conjunction with the person reporting the concern, as they will be the main first hand witness.

Information will be shared on a need to know basis with the person making the allegation, the relevant authorities and the parent/s, carer/s or guardian. The Management Committee will provide support in order to ensure the reporting of concerns that arise through the processes identified by the Cumbria Safeguarding Children Partnership, and Safeguarding Adults at Risk Partnership. If you are a member of the public with significant concerns about any child or vulnerable adult, you can phone **Westmorland and Furness Childrens’ Safeguarding Hub on 0300 373 2724 (out of hours use the same number)**, or the **Local Adult Social Care office on 0300 373 3301 (out of hours Emergency Duty Team 01228 526690).** If you are concerned that someone is or may possibly be in **immediate danger, then use the 999 Emergency Services.**

An allegation may relate to a person associated with LMVI who has contact with children or adults at risk who has:

• Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.

• Possibly committed a criminal offence against, or related to, a child or adult at risk; or

• Behaved towards a child (or children) or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk.

**Managing allegations against staff or volunteers**

Any allegation will be fully investigated and staff/volunteers will be supported during the process. It is important that allegations are thoroughly investigated through the safeguarding process for the protection of children, vulnerable adults, staff and volunteers.

A copy of this policy is available on Long Marton website, [www.long-marton.co.uk](http://www.long-marton.co.uk) and will be displayed for the attention of all on the Institute notice board. The policy will be reviewed on an annual basis.

Adopted: July 2021

Reviewed: 22 March 2024.