



## Fen Drayton Village Hall (FDVH) Child & Vulnerable Adult Protection & Safeguarding Policy

### INTRODUCTION

Fen Drayton Village Hall (FDVH) fully accepts its role and responsibility in safeguarding children and vulnerable people. This policy applies to all staff, volunteers and contractors. This policy is vital to the village hall's role as an owner, provider and operator of children's play areas including any facility the council provides. However, any agency working with children and vulnerable people has full responsibility to ensure the users are safeguarded.

### KEY ELEMENTS OF POLICY

- 1) Fen Drayton Village Hall's primary aim is to ensure as far as possible that children and vulnerable people are safe and secure in any facility or environment it provides.
- 2) Fen Drayton Village Hall shall ensure that anyone employed by it shall be appropriately checked for suitability when working with or around children and vulnerable people by ensuring that staff are DBS checked to a standard disclosure, unless informed otherwise in which case an enhanced disclosure shall be applied for.
- 3) Fen Drayton Village Hall shall ensure that all staff, volunteers and contractors are aware of child and vulnerable adults protection and shall know the procedure to follow if there is a child or vulnerable adult protection issue.
- 4) Fen Drayton Village Hall shall take advice and guidance from its Local Safeguarding Children and Vulnerable Adults Board, Every Child Matters and any other relevant body or agency. (See Appendix 3: Child Protection and Vulnerable Adult Safeguarding Policy: Useful Contacts.)
- 5) The Fen Drayton Village Hall Committee is responsible for ensuring that all staff, volunteers and contractors are in receipt of this policy.
- 6) Fen Drayton Village Hall shall be given due consideration to ensure that appropriate training is undertaken by any staff or volunteers as may be necessary.
- 7) Fen Drayton Village Hall understands and recognises five main types of abuse and shall ensure that all staff, volunteers and contractors are aware of and alert to types and signs of abuse and the procedure in reporting any concerns. (See Appendix 1: Signs and Symptoms of Child Abuse and Appendix 2. Code of Conduct when working with children)

### RESPONDING TO SUSPECTED INCIDENTS OF CHILD ABUSE

- 1) Fen Drayton Village Hall shall support in every way that it can, children or young people or vulnerable adults who have been abused, by informing the appropriate authority. If it is suspected that abuse or poor practice is taking place there is a clear obligation to report such matters to the proper authority. The decision for such action shall be taken by a member of the committee (under delegated powers) following consultation with the committee chair. The authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child's welfare (Children Act 1989 section 47(1)).

- 2) Fen Drayton Village Hall shall do its best to ensure that any relevant bodies are notified of any child protection or vulnerable adults' incidents and that good communication and links are made in order to safeguard children and vulnerable adults.
- 3) Fen Drayton Village Hall shall record any concerns they have about a child or vulnerable adult immediately if the concern needs no further action and the record must be kept in a secure and effective way.

Date: 19<sup>th</sup> November 2025

Review: 18<sup>th</sup> November 2026

Chair Fen Drayton Village Hall

## **Appendix 1**

### **Fen Drayton Village Hall: Signs and Symptoms of Child Abuse**

#### **1. Neglect**

It occurs when a parent or carer fails to meet a child's essential needs for food, clothing, shelter or medical care, or when children are left without proper supervision, which leaves them unsafe or unprotected.

Some indications are:

- Consistently unkempt, dirty appearance
- Medical needs of child unmet
- Delay in the child's development without other clear cause
- Lack of responsiveness with peers or adults in everyday social situations
- Behavior such as head banging or rocking
- Repeated failure by parents/carers to prevent injury
- Consistently inappropriately clothed for the weather
- Hazardous living conditions
- Failure to attend any sort of appointments
- Non-organic failure to thrive

#### **2. Physical Abuse**

Occurs when parents or adults deliberately inflict injuries on a child, or do not protect the child from injury.

Some indications are:

- Unexplained injuries - bruises, scars, bites or burns, particularly if they are recurring injuries of varying ages and types.
- Child is fearful of returning home
- Withdrawal from physical contact
- Bruising on very young babies

#### **3. Emotional Abuse**

Occurs when parents fail to show their children sufficient love or attention or when they threaten, taunt or belittle them, causing them to become nervous, withdrawn, aggressive, or disturbed in their behaviour.

Some indications are:

- Very low self-esteem
- Lack of any sense of fun
- Excessively clingy or attention seeking behaviour
- Overreactions to mistakes or over anxious to please
- Substantial failure to reach potential in learning
- Self harming or compulsive rituals
- Unusual patterns of response to others showing emotion

#### **4. Sexual Abuse**

Occurs when an adult or older child involves a child in sexual activity to which the child does not or cannot consent.

Some indicators are:

- Withdrawn, fearful or aggressive behaviour to other children or adults
- Poor concentration at school or learning problems, which do not match intellectual ability,
- Behaviour with sexual overtones inappropriate to age

- Complaints of genital itching or pain
- Unexplained abdominal pain
- Distrust of a familiar adult or anxiety about being left with a particular person, relative, babysitter or lodger
- Unexplained gifts or money
- Apparent secrecy
- Wetting day or night when previously dry and clean
- Severe sleep disturbances or nightmares
- Chronic illness, especially throat infections
- Venereal disease or other sexually transmitted diseases
- Marked reluctance to take part in physical activity or to change clothes for PE, for example
- Phobias or panic attacks
- Self-mutilation or attempted suicide
- Running away from home

*5. Financial or material abuse of vulnerable adults and children*

- Theft of money or possessions
- Fraud, scamming
- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Arranging less care than is needed to save money to maximise inheritance
- Denying assistance to manage/monitor financial affairs
- Denying assistance to access benefits
- Misuse of personal allowance in a care home
- Misuse of benefits or direct payments in a family home
- Someone moving into a person's home and living rent free without agreement or under duress
- False representation, using another person's bank account, cards or documents
- Exploitation of a person's money or assets, e.g. unauthorised use of a car
- Misuse of a power of attorney, deputy, appointeeship or other legal authority
- Rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship.

## **Appendix 2**

### **Code of Conduct when working with children**

This code of conduct has been produced as a guide for Fen Drayton Village Hall Committee members or volunteers who interact with children.

- Avoid physical contact unless it is justified in the context of the activity, explained to the individual, and with their permission.
- Physical restraint may be needed to manage certain situations, such as if a fight breaks out. Ensure the purpose of your actions is clear and keep any physical intervention to the minimum required to prevent harm to any young people or others.
- A distressed child may require physical contact, such as an arm round the shoulders, to comfort or reassure them. Try to ensure you are with, or in sight of, a colleague, and the purpose of your actions is clear.
- Conduct all dealings with children in a public environment in full view of other people.
- Do not place yourself in a situation where you may be open to suspicion or allegation, or where your actions may be misinterpreted.
- Maintain a safe environment.
- Avoid being alone with a child in any situation.
- Avoid spending excessive time with a child or young person.
- Avoid using inappropriate language in front of, about, or to a child.
- Try not to approach a child when a parent is present. If you have a concern about a child's behaviour, take it up with the parent in a non-threatening way.
- Try to avoid being alone in a toilet with a child.
- Remember to keep calm when challenging a child's behaviour.
- Shouting or swearing is not a good idea; try to speak to the child in a way where you would be comfortable with someone speaking to your child.
- Remember that children are not purposely trying to aggravate you and generally see no wrong in what they're doing, so try to explain why you are asking them to do something.
- Never ask a child to enter the building with you.
- If you have any concern with a child or a policy refer to the Fen Drayton Village Hall child protection policy and seek advice from the Council's Child Protection Advisor

### **Appendix 3**

If you're concerned about a child or vulnerable adult at risk, call:

#### **Child Protection and Vulnerable Adult Safeguarding Policy Useful Contacts**

Cambridgeshire Local Safeguarding Children's Board

LSCB Administrator

7 The Meadows

Meadow Lane, St Ives

Huntingdon PE27 4LG

Telephone: 01480 373522

Fax: 01480 376377

Email: [LSCB@cambridgeshire.gov.uk](mailto:LSCB@cambridgeshire.gov.uk)

#### **Cambridgeshire & Peterborough Safeguarding Partnership**

[safeguardingcambspeterborough.org.uk](http://safeguardingcambspeterborough.org.uk)

##### **Children's Services**

Cambridgeshire County Council: 0345 045 5203 (Monday to Thursday

08.45-17.20; Friday 08.45-16.25)

Emergency Duty Team (out of hours): 01733 234724

##### **Adult Services**

Cambridgeshire County Council: 0345 045 5202 (Monday to Thursday

08.45-17.20; Friday 08.45-16.25)

Emergency Duty Team (out of hours): 01733 234724

*OR*

##### **NSPCC**

Helpline: [nspcc.org.uk/reportconcern](http://nspcc.org.uk/reportconcern)

Telephone: 0808 800 5000

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

