

Mortlake Hall Safeguarding Policy

This policy applies to all staff, including the board of trustees, paid staff, volunteers and students or anyone working on behalf of Mortlake Hall. It also places a responsibility on all users to ensure that they and their clients have read and understood the policy and that they have a policy in place where appropriate:

The purpose of this policy:

- To protect adults, children and young people who use Mortlake Hall to ensure that everyone using the building is treated with respect and is safe and free from harm.
- To provide staff and volunteers with the overarching principles that guide our approach to adult and children safeguarding and child protection.
- Ensuring that the name and contact details of the designated trustee is displayed in a prominent position.

Safeguarding Adults

Mortlake Hall has links with local groups, some of whom have members who potentially could be seen as vulnerable adults. Mortlake Hall takes the safety and welfare of service users and vulnerable users very seriously and wishes to safeguard them from abuse or breach of trust and likewise accusation from abuse and/or malicious gossip.

Vulnerable adults are defined as those aged 18 or over who may be in need of community support, by reason of mental and other disability, age or illness; homelessness, and who are unable to take care of themselves, and/or unable to protect themselves against significant harm or exploitation. Each of us has different levels of vulnerability, each of us may be regarded as vulnerable at some time in our lives.

The Government (gov.uk) requires charities to ensure that they and their users are aware of the following risks, which include:

sexual harassment, abuse, and exploitation	people who may target your charity
negligent treatment	abuse of a position of trust held within a charity
bullying or harassment	forced marriage
health and safety	discrimination on any of the ground in the Equality Act 2010
commercial exploitation	child trafficking
extremism and radicalisation	a charity's culture may allow poor behaviour
female genital mutilation	

Safeguarding Children

Mortlake Hall aims to provide for people of all ages to use its facilities to carry out a range of activities where they will feel welcome and safe, and where children using Mortlake Hall's facilities can benefit from being with each other and developing their potential.

The overall responsibility of the safeguarding of children using Mortlake Hall lies with the individual and/or group organiser who has the authority for the activity/session/group. Mortlake Hall requires that all such groups provide an up-to-date safeguarding policy which will be available to anyone upon request.

In the event of misuse/negligence by one of the group organisers then this must be reported to the relevant authorities and brought to the attention of the designated trustee if appropriate.

Responsibilities:

Mortlake Hall

All members of Mortlake Hall's staff will always wear lanyards showing their name and position with a photo so as to be clearly identified.

Groups

Groups who run activities for their membership at Mortlake Hall are there to ensure safety, well-being and enjoyment. They must ensure that they have put in place policies as required to take into account any particular needs of and safety for their users. Groups who deal with children or vulnerable adults must have their own Safeguarding policy which must be submitted and filed with Mortlake Hall in advance of their first group or activity and it will work in conjunction with this policy.

Groups must ensure that they do not, at any time, allow anyone into the building unless they are coming in specifically for their group or activity.

Designated Person(s)

Kate Woodhouse is the point of contact as the Safeguarding member of the Board of Trustees. Mortlake Hall aims to maintain a protective culture that ensures that the activities it supports are run safely and that sensible steps are taken to preclude anyone being abused while they are taking part in those activities.

Code of Behaviour

There is a code of behaviour for those who work or visit Mortlake Hall and under no circumstances will bullying, shouting, abusive language, harassment, racism, sexism or any form of discrimination be deemed acceptable.

Handling Disclosures of Abuse

Mortlake Hall has a clearly defined process for any complaints/disclosures:

1. If a complaint or disclosure of abuse is made about a group/individual using Mortlake Hall, the facts of the alleged incident must be established without delay and reported immediately to the Chair of the Board of Trustees and the nominated Safeguarding Trustee. A written record should be made within a week of the incident.
2. If there is a complaint against a member of Mortlake Hall's staff, this will be handled by the Board of Trustees to prevent any conflict of interest.
3. Witness statements should be sought at the time including facts about all those involved such as name, home address, contact details, next of kin and about the person in charge of the particular group.
4. In all cases, the Board of Trustees will be informed by the Chair as soon as possible after a complaint has been made and will agree how the matter should be handled. Depending on the gravity of the allegation it may be necessary to involve the Social Services and/or the Police.
5. Where the complaint can be handled internally, every effort will be made to deal with it sensitively and with fairness to all parties. A timetable of the process will be available to all those involved, and all meetings will be minuted to ensure that all parties have a clear understanding of the process and outcomes.
6. Where it is necessary to interview witnesses and those involved, they will be seen only in the presence of a spouse, next of kin, carer, or another responsible adult.
7. A written record of any allegation or complaint together with the action taken will be kept securely at Mortlake Hall.

Monitoring

Mortlake Hall will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken for staff and checked for groups where appropriate
- References applied for and checked for all new Mortlake Hall staff
- Training of Mortlake Hall's safeguarding processes for all staff and trustees and awareness of our policies of those booking rooms
- That all concerns are dealt with and records kept by Mortlake Hall
- All policies will be reviewed annually and updated as required

Conclusion

Mortlake Hall's policy and procedures for safeguarding will be reviewed annually. Its prime aim is to prevent inappropriate behaviour and to prevent injurious situations from arising while having proper procedures in place should it occur.

Updated and approved by Trustees: April 2024

Next review: April 2025