Martlesham Heath Pavilion

Safeguarding Policy for Children/Young People and Adults at Risk

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Policy applies to: The Committee (PMC) /Trustees/Employees/Contractors. Hirers and Users of the Martlesham Heath Pavilion -		
Required compliance: Pavilion Management Committee /Trustees/Employees/Contractors, Hirers and all Pavilion Users		

Policy owner:	**Chair and Committee of the Martlesham Heath Pavilion Management Committee (PMC)**
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AGREED POLICY REVIEW / RATIFICATION / ADOPTION PATH:

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Safeguarding Policy

Introduction – Policy Statement and Context

Safeguarding Children and Adults at Risk is considered everyone's business.

Martlesham Heath Pavilion is an **unmanned**, single storey, small meeting place comprised of an entrance lobby, main hall, kitchen, toilets including an accessible toilet with nappy changing facility and Sports store which also has an accessible toilet.

The Pavilion Management Committee – i.e. the Trustees of the Charity created to maintain the building as a 'safe meeting place' undertake to highlight and widely promote on behalf of their beneficiaries the importance of safeguarding the welfare of all those who use the Martlesham Heath Pavilion located at the Drift Martlesham Heath Suffolk.

The Pavilion Management Committee aim to observe and share this ethos by publication of this policy which it expects to be adhered to by the committee, anyone employed or working on behalf of the committee and all those hiring and attending the Pavilion.

All children are considered 'vulnerable' or 'at risk' by virtue of their age and immaturity.

Some adults are considered to be 'vulnerable' or 'at risk' if they are permanently or temporarily unable to care for themselves and their interests, either through mental or physical cause. Adults at risk are open to risks of psychological and physical harm or being exploited for other people's benefit and may fall within the following groups:

- Older people who are physically or mentally frail
- People with learning disabilities
- People with a mental health condition such as dementia or personality disorder
- People who are ill and need help to carry out normal daily functions
- People with physical disabilities
- People who have undergone a recent trauma – a bereavement, a divorce or loss of a job, for instance
- People who, for whatever reason, are in abusive relationships or are homeless

2.0 Scope

This policy for the Safeguarding of Children and Young People and Adults at Risk applies to the Pavilion Management Committee, anyone employed by or undertaking work for/on behalf of the committee and all those hiring, attending and using the Pavilion facilities located at the Drift Martlesham Heath Suffolk.

Some of the responsibilities listed within this policy do overlap with Health and Safety aspects that need to be considered and addressed particularly when running events/ groups for children, young people and/or adults at risk.

3.0 Definitions

A child

is defined as anyone who has not yet reached their 18th birthday. In this policy 'children' means 'children and young people'.

An Adult at Risk (formerly a 'Vulnerable Adult') as per the Care Act 2014 is: -

Someone over 18yrs of age who:

- Has needs for care and support (whether the local authority is meeting any of those needs) and
- Is experiencing, or at risk of, abuse or neglect; and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

The above definition applies whether the needs be permanent or temporary, and whether the local authority is meeting any of those needs.

Safeguarding

is a term used in the United Kingdom and Ireland to denote measures to protect the health, wellbeing and human rights of individuals, which allow people – especially children, young people and adults at risk – to live free from abuse, harm and neglect.

Safeguarding and promoting the welfare of children and young people is defined in Working Together 2023 as

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, whether that is within of outside the home including online.
- Preventing impairment of children's mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Promoting the upbringing of the children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children.
- Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

4.0 Purpose

This policy exists to inform and ensure that The Pavilion management committee share and spread the ethos that we should all develop an enhanced awareness, knowledge and understanding of how best to safeguard and where necessary act to protect our children, young people and adults at risk of abuse.

We recognise that while it is the responsibility of the relevant statutory agencies to determine whether abuse has taken place, it is everyone's responsibility to know how to recognise and report safeguarding concerns.

This policy must be read in conjunction with the Pavilion Management Committees wider policies and procedures for the organisation including the hiring conditions which, when combined, form a comprehensive and robust framework for safeguarding.

It includes topics related to Boundaries, Safer recruitment, Health and Safety, Photography etc, reporting of Serious Safeguarding Incidents as part of our governance and reporting responsibilities to the Charity Commission.

We are committed to ensuring safeguarding practice reflects our legal responsibilities, government guidance and Suffolk Safeguarding Partnership requirements. The Pavilion Management Committee recognises that it has responsibilities for the safety and care of children under the Children Act 1989 and 2004 and Working Together 2023. It recognises its responsibilities to safeguard Adults at Risk of Harm under the Care Act 2014. The Pavilion Management Committee will act in accordance with all relevant legislation including the Domestic Abuse Act 2021, The Terrorism Act (2000) and the Modern Slavery Act 2015

We aim to achieve this by promotion of the following:

- that all Pavilion Management committee members, those undertaking work for/on behalf of the Pavilion Management committee and hirers/users of the building known as the Pavilion at Martlesham Heath Suffolk (irrespective of whether they are individuals or members of a group or organisation) are aware of their responsibilities with regard to protecting and safeguarding any children or adults at risk who may either visit or participate in any activities they organise that are held at the Pavilion.

- running of safe activities and events thus avoiding accidents where possible

- the use of safer staff and volunteers

- child protection and protecting young adults at risk

- preventing and responding to bullying

- That we all know what to do in the event of a disclosure or witnessing of an incident

All the above achieves compliance with our responsibilities as a Charity to the Charity Commission and our insurance.

5.0 Roles and Responsibilities

It is recognised that some children or adults may be particularly vulnerable due to a range of issues. These may include their level of dependency, individual communication needs or the impact of previous experiences. Any such issues must be considered both in the planning of activities and in determining the appropriate type and level of supervision needed to ensure a safe, enjoyable and successful event.

It is recognised that some private events may fall outside of specific legislative requirements, but the Hirer will still be expected to ensure that safe processes, overseen by appropriate responsible adults are in place (in the case of children this may include the parents or nominated guardians or in the case of adults at risk it maybe friends, family or carers).

It is also important to ensure that for all events, whether private or commercial, the level and type of supervision is appropriate to the age group and abilities of the children/adults at risk. The NSPCC

Factsheet 'Recommended Adult to Child Ratios When Supervising Children' offers further guidance with respect to children.

The Martlesham Heath Pavilion Committee is responsible for undertaking the following:

- **Safeguarding Policy creation, publication, audit and review** -
  This policy will be published and displayed on the PMC website; it will be audited and reviewed regularly to ensure it reflects the most 'UpToDate' information available.

- **Nominating a 'Safeguarding' member** of the Pavilion Management Committee trustees who will take responsibility for this review, inform and update the committee regarding any changes and where necessary signpost and advise Pavilion Users/Hirers.

- **Stipulating that Full compliance with this policy** is a condition of any booking or use of the Martlesham Heath Pavilion.

- **Spreading the ethos that Safeguarding is everyone's business -** the Pavilion Management Committee considers the welfare of children and adults at risk to be of paramount importance. In the event of a committee member/trustee of the Pavilion witnessing or receiving a disclosure of actual or suspected abuse, of any type, by any person, they are responsible for immediately informing the relevant agencies. In the case of an immediate risk to the safety of a child or adult at risk call Customer First on 08088004005 to access Children's or Adult's Social Care, or in an emergency the Police on 999. It will be for these professional agencies to determine the next steps, including the scope and nature of any investigation.

- **The Pavilion Management Committee will fully co-operate** in any such investigation, and this will include providing the statutory agencies and or police with full details of any information disclosed to them and/or provided to them by the Hirer/User.

- **Display of up-to-date contact details for reporting/referral of Safeguarding concerns** these will be in the appendices of this document and will also be displayed on the Notice Board in the entrance lobby. **NB** Up to date Posters will be displayed on the notice board and will contain **QR** codes which will permit direct online connection via a suitable scanner/reader/smart phone with online and telephone access to immediately report or seek advice from the statutory agencies.

- **No Supervision of children or adults at risk is undertaken** as part of the duties of either the Pavilion Management Committee or those working for or on behalf of the committee.

- **The Pavilion Management Committee does not directly organise events which include children** if such an event was to take place, they would ensure parents/guardians were present.

- **Reasonable Health and Safety measures** - the Pavilion Management Committee must legally undertake reasonable measures to ensure the Pavilion, access to it and any equipment or substances provided are safe for people using it, so far as is 'reasonably practicable'

- **Provision of a safe and trusted environment** including the maintenance of the Pavilion, its facilities, the provision of accessible toilets and cleaning twice a week.

- **Following the Guidance for Charity Trustees** on what constitutes a serious incident in our charity and report it where necessary. See link below

- https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity

It is the Hirer's responsibility to understand/execute the following:

- **Establish the suitability of the premises and facilities for the specific needs of your attendees – before the event proceeds** by ensuring the needs and abilities of individual children and young people and adults at risk using the Pavilion during your sessions are assessed, understood and that any level of supervision or any restriction on their access to any areas is appropriate to ensure their safety.

- **Be aware of and follow the Pavilion's Safeguarding policy -** this is considered part of the agreed contract taken out on hiring the Pavilion. All organisations, groups or individuals hiring the Pavilion for the purposes of holding activities involving children, young people or adults at risk are confirming by signing the terms and conditions of booking that, where appropriate, they will themselves have a Safeguarding Policy and procedures in place for their own organisation/group covering, DBS, safeguarding officer and reporting procedures. Where not appropriate (individual hirers etc) will abide by the **Pavilion Safeguarding Policy**.

- **That in the event of the witnessing or disclosure of actual or suspected harm, abuse, or neglect** of any type, by any person on a child, young person or adult at risk during their session in the Pavilion, they are responsible for immediately consulting/informing the relevant agencies by calling **Customer First** on 08088004005 or in an emergency the Police on 999. It will be for these professional agencies to determine the next steps, including the scope and nature of any investigation.

- **Discuss your concerns at the earliest opportunity, if you are worried about a child and you have a Safeguarding Lead in your own organisation**

- **Inform the Safeguarding lead** on the Pavilion Management committee when a safeguarding referral has been made. (see contact details on front page of Policy)

- **Not to sell or supply Alcohol to those under the age of 18** (we don't allow selling or supplying of alcohol) - under the Licensing Act 2003

- **To obtain Permission for Photography or video of children** Ensure that anyone visiting the Pavilion and wishing to take a photograph or video should be aware that permission should be obtained from a parent or carer (if a child will be involved) firstly to take the photograph and secondly to reproduce it. Photographs of children should only be used if written consent has been obtained from a parent, guardian or carer.

- **Ensure that Suitable Disclosure and Barring Service certificates are obtained -** Ensure that any activities for children or adults at risk comply with relevant legislation and that only fit and proper persons have access to the children/adults at risk. This will include, where necessary, ensuring that valid Disclosure and Barring Service certificates are in place and that the hirer takes full responsibility for anyone that they may employ, engage, contract or expect to look after or interact with children/vulnerable adults. Full details of the Disclosure and Barring Service and its application to both employees and volunteers can be found on the GOV.UK website.

- **Ensure the Provision of suitably trained or specifically qualified persons -** for any activity that requires themselves or any person engaged, contracted or invited by them for any purpose, to be either trained or specifically qualified.

- **Ofsted registered events and activities -** must, in addition to meeting all Ofsted requirements, provide Martlesham Heath Pavilion Management Committee with a copy of the Hirer's own, dedicated, Safeguarding Policy for Children and Adults at Risk. This must be supplied before the event takes place. Further information on all aspects of Ofsted registration is available on the GOV.UK site https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions

- **Observe Safe practices, supervision, due care and sensitivity** is practised in ensuring the personal dignity of children/adults at risk. This will include, but is not limited to, listening to and valuing and respecting their views and choices whilst working in partnership with parents, carers and any relevant agencies to ensure that safe and appropriate decisions are made.

- **Expectations of behaviour when working with Children, Young People and Vulnerable Adults -** All Pavilion Users are expected to be familiar with these:
    - Respecting privacy and always preserving dignity.
    - Having sufficient personnel/responsible adults so that there are no occasions where the worker is in an isolated situation with a child, young person or vulnerable adult other than in a public area.
    - Fully understand the expectations of working/dealing with that particular age group and having clear procedures for any intimate care, (such as changing nappies).
    - Avoiding physical contact other than that necessary for the care of individuals and being aware of what is acceptable for them.
    - Knowing that all forms of verbal abuse, aggression or manipulative behaviour are totally unacceptable, refraining from such acts and reporting any infringements.

- **Managing Health and Safety risks –** Users/Hirers have responsibility for managing risks, so far as reasonably practicable, arising from their own activities when they have control of the Pavilion or control of equipment on the premises. Cleaning, removal of rubbish and fridge items after their session is also the Hirer's responsibility. Should any hirer become aware of a potential or actual risk to any user of the Pavilion (including children and/or adults at risk) which they cannot immediately safely rectify, then the event in progress must be immediately suspended or terminated until the problem is satisfactorily addressed i.e. fire alarm raised if appropriate. Where such a risk is due to any fault with the premises then a member of the Pavilion Management Committee must be immediately notified. Emergency contact details are displayed on the noticeboard situated in the entrance lobby.

- **Fire and evacuation Safety - the responsibility/actions to be understood and taken by those in charge of each Hire session**, **it is vital the Hirer always understands the following –**

    1. **Who is within the Pavilion Building** during their hire and the layout of the Pavilion including the designated exits, call points, extinguishers and the Assembly point. A diagram of the building detailing positions of exits and all the aforementioned is displayed on the Lobby notice board, it should be perused in detail by those in charge of the hire session who are responsible for ensuring all present during their session know the details and where to assemble in the event of an evacuation. **Assembly point:** This point is indicated by a green sign on the metal railings which separates the Play park from the carpark at the end nearest to the scout hut.

2. **When an alarm** has sounded or activated - the occupants of the Pavilion should exit, via the designated exits to the **Assembly point**. The responsible Hirer with their knowledge of occupants, should ensure a check is carried out to confirm all those who were in the building are safely out/present and identify any missing persons, which should be reported immediately to any attending emergency service such as the fire brigade.

- **Considerations for items brought into the Pavilion** Ensure that any (for example, toys, play equipment or musical instruments) conform to any relevant legislation to ensure that they are safe and fit for purpose. Equally, if any of the assets of the Pavilion, such as crockery or the sound system are used as part of the hire then they must be used in a safe manner to minimise any risks to any users, including children and adults at risk.

- **No unsupervised children** are allowed in the Pavilion

- **Children under 12 should not enter the kitchen area**.

- **Fully comply with age and vulnerability related legislation** This includes, but is not limited to, legal requirements about the sale or provision of alcohol (we do not permit the sale or supply of alcohol), attendance at the screening of any film with an age classification and age-related restrictions on any form of gambling or sale of goods.

DO's

- Do always treat any allegations extremely seriously and act towards the child as if you believe what they are saying.
- Do tell the child they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child what you are doing and when and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – do tell the nominated person for your organisation immediately (if you have one) and then refer to the appropriate agency for ongoing advice and action
- Do write down everything said and what was done
- Do seek medical attention if necessary. Do inform parents/carers unless there is suspicion of their involvement.

DON'T

- Don't make promises you can't keep.
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this. Don't cast doubt on what the child has told you, don't interrupt or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.
- Don't Do Nothing – make sure you follow up (inform your own safeguarding adviser if you have one) and make direct contact with the appropriate agencies for advice/referral.

6.0 Compliance, Guidance and Role of nominated member

Full compliance with this policy is a condition of any booking or use of the Martlesham Heath Pavilion.

This policy will be displayed on the PMC website; it will be audited and reviewed regularly. There will be a nominated 'Safeguarding' member of the Pavilion Management Committee trustees who will take responsibility for this review, inform and update the committee regarding any changes and where necessary signpost and advise Pavilion Users/Hirers.

The current nominated member as of July 2026 is Caroline Webb (Contact details on front sheet of policy)

Policy Adoption and Review

This policy was formally adopted by Martlesham Heath Pavilion Management Committee on the **28/07/2026** and will be reviewed on a regular basis
All policies of the Martlesham Heath Pavilion Management Committee are available to the public via the website at http://martlesham.org.uk/pavilion/

DOCUMENT HISTORY

Issue	Date	Details
1.0	July 2019	Martlesham Heath Pavilion Safeguarding Policy for Children/Young People and Adults at risk
2.0	July 2026	Martlesham Heath Pavilion Safeguarding Policy for Children/Young People and Adults at risk
EIA notes		Not applicable

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