SNAPE VILLAGE HALL TRUST

POLICY NOTICES FOR HIRERS
October, 2026

p.2 Safeguarding Children and Adults at Risk of Harm Policy

p.7 Risk Assessment

p.10 Equality, Diversity and Inclusion Policy

Snape Village Hall

Safeguarding Children and Adults at Risk of Harm Policy

(v. April 2026)

1. Purpose

The purpose of this policy is to set out our commitment to safeguarding and promoting the welfare of everyone who comes in to contact with our organisation; including children and adults at risk of harm involved as visitors and as participants in any of our activities both on and off site. We will fulfil our duty to safeguard and support our staff and volunteers. It outlines our commitment to prevent abuse, recognise concerns and respond effectively to protect individuals from harm.

This policy ensures that all staff, volunteers and partners understand their duty of care, act in accordance with UK safeguarding legislation and guidance and create a safe, respectful environment where people are supported and able to thrive.

This policy is a fundamental part of our governance responsibilities and priorities. Trustees responsibilities include ensuring that the organisation provides a safe environment and protects staff, volunteers, and anyone who comes into contact with it from abuse or maltreatment of any kind.

2. Scope

This policy applies to all staff and volunteers, including trustees.

3. Definitions

- Child**:** Anyone under the age of 18 years old.
- Safeguarding and promoting the welfare of children is defined in Working Together 2026 as:
  - providing help and support to meet the needs of children as soon as problems emerge
  - protecting children from maltreatment, whether that is within or 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 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

    - Outcome 1: Children, young people and families stay together and get the help they need
    - Outcome 2: Children and young people are safe in and outside their homes

- Outcome 3: Children and young people are supported by their family network
- Outcome 4: Children in care and care leavers have stable, loving homes.

- **Child protection** is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm.

  This includes harm that occurs inside or outside the home, including in foster care and residential care, as well as online. Effective safeguarding is anti-discriminatory and antiracist. Practitioners should understand and be sensitive to factors, including economic and social circumstances, ethnicity and disability, which can impact children and families' lives

- Adult at risk of abuse or neglect defined by the Care Act 2014 as someone over 18 years old who:
  - has care and support needs
  - is experiencing, or is at risk of, abuse or neglect
  - as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
    If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

4. **Policy**

This policy must be read in conjunction with the organisations safeguarding procedures and the wider policies and procedures for the organisation which when combined develop a comprehensive and more robust framework for safeguarding including: Code of Conduct, Boundaries, Safer recruitment, IT and Social Media, Cyber Safeguarding, Whistleblowing, Complaints, Health and Safety, Finance, Photography Filming and Video.

4.1 We are committed to safeguarding children and adults at risk, ensuring consistent, lawful, and effective practice across all areas of our work.

4.2 We are committed to ensuring safeguarding practice reflects our legal responsibilities, government guidance and Suffolk Safeguarding Partnership requirements. The organisation recognises that it has responsibilities for the safety and care of children under the Children Act 1989 and 2004 and Working Together 2026. It recognises it responsibilities to safeguard Adults at Risk of Harm under the Care Act 2014. The organisation will act in accordance with all relevant legislation including the Domestic Abuse Act 2021, the Terrorism Act (2000) and the Modern Slavery Act 2015.

4.3 We will fulfil our duty to report Serious Safeguarding Incidents as part of our governance and reporting responsibilities to the Charity Commission.

4.4 We ensure that everyone involved in the organisation is aware of their responsibility to promote the welfare of all children and adults at risk of harm, to keep them safe and to practise in a way that protects them.

4.5 We recognise that while it is the responsibility of the relevant statutory agencies to determine whether or not abuse has taken place it is everyone's responsibility to report any concerns and all staff, volunteers, trustees and partners will know how to recognise and report safeguarding concerns.

4.6 We have a zero-tolerance approach to abuse. There are no excuses for not taking all reasonable actions to protect children and adults at risk of abuse, exploitation, radicalisation and or mistreatment.

4.7 We are committed to the principle that all children and adults at risk whatever their age, ability, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have equal rights to protection from abuse.

4.8 Adults will be included in swift and personalised safeguarding responses, in line with the six principles of safeguarding for adults and Making Safeguarding Personal.

4.9 We are committed to inter agency collaboration and information sharing to safeguard children and adults at risk of harm.

4.10 We act to protect children and adults at risk of harm from safeguarding harm both in person and/or from cyber/ virtual risks.

4.11 We ensure all the organisation's operations and activities are designed and delivered with effective safeguarding in mind to protect adults and children from abuse.

4.12 We provide effective management, induction training, regular refresher training and support for all staff, volunteers and trustees to know about and follow our safeguarding policy and procedures.

4.13 We will share and report all safeguarding concerns to the relevant internal staff and external authorities swiftly and appropriately, following our Safeguarding Procedures, including any allegations of safeguarding concerns about staff or volunteers against a child/ren using the Local Authority Designated Officer process and will report extremism and radicalisation concerns

4.14 We manage the risks of extremist or terrorist abuse and do not support or enable terrorism or other illegal conduct, such as hatred on the grounds of race, religion or sexual orientation.

4.15 We will act in an appropriate professional behaviour as set out in our Code of Conduct and Boundaries policies and procedures. Failure to maintain standards may be dealt with using our Disciplinary Procedures.

4.16 We recruit and select staff and volunteers safely; ensuring all necessary checks are made, including on when to obtain a DBS check.

Snape Village Hall

4.17 We actively promote a culture that enables issues about safeguarding and promoting welfare to be addressed and for staff/volunteers and trustees to feel able to raise concerns and feel supported in fulfilling their safeguarding role.

4.18 We practise Professional Curiosity, understanding what life is like for the individual and being alert to the needs of children and adults at risk of harm and any risks of harm that individual abusers, or potential abusers, may pose to children and adults at risk

4.19 A senior board trustee takes leadership responsibility for the organisation's safeguarding arrangements and ensures safeguarding is part of the agenda for all trustee board meetings enabling trustees to fulfil their safeguarding governance responsibilities.

4.20 We have a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for the organisation.

4.21 This policy and safeguarding procedures are available on our website, and or on demand.

4.22 Our policy is to keep children and adults at risk of harm safe by valuing, listening to and respecting them. We actively uphold that;

- The welfare of the child or adult at risk is paramount
- All children and adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility
- Professional Curiosity is important in recognising and responding to safeguarding concerns
- Following information sharing procedures in safeguarding is vital

4.23 We implement effective safeguarding systems where the child's and adult at risk of harm's needs are paramount: and staff, volunteers and trustees use their professional judgement to put the person's needs at the heart of the safeguarding system so that the right solution can be found for each individual

4.24 Safeguarding for adults is person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation. We consider capacity, consent and decision making, the six key adult principles of safeguarding adults and Making Safeguarding Personal.

Snape Village Hall

5. Monitoring and Review

Date approved or amended	Signed	Role
12/09/2026	Paul Richards	Chair of Trustees

This policy and related procedure will be monitored by the Board of Trustees annually or sooner if there is a change in legislation or an serious safeguarding incident occurs.

Snape Village Hall Risk Assessment

(Reviewed – June 2026)

Introduction and purpose

The intention of the document is to outline the various risks associated with the building and to outline reasonable measures to remove, manage or minimise the risks.

The building

The building dates back to 1920. It has a red brick base with black timber cladding. The main hall (122sq mtrs) and lobby floor (16sq mtrs) is wooden. Nearly all ceilings and perimeter walls in the main hall are asbestos with the exception of the plastered storeroom walls. Some plywood might be fixed over the asbestos. The kitchen and toilets are partition walls of 100mm x 50mm studwork + 12.5mm plasterboard and plaster. Ceilings are plasterboard and Artex (new type) asbestos free 989. Upstairs room walls are asbestos sheets and ceilings are hardboard.
The pan-tiled roof is of more modern construction.
The windows and doors are plastic doubled glazed sealed units.
The electric switches are in the cupboard in the front lobby. All electrics are switched off after use and form part of the hire agreement.
The fuse box and external generator point are at the bottom of the stairs.
The electrics are checked every five years and portable appliances annually.

Fire exits, extinguishers and alarms

There are **five fire exits** in the hall. Three in the main hall (1.3 mtr opening end door, 1.65 side door, 90cm internal door) with one leading into the front lobby and out through the front door. There is also a fire exit in the kitchen and at the bottom of the stairs. Two main fire exit doors in the main hall are double push bar. The kitchen exit and bottom of stairs are single push handle pad exits.
There are two fire alarms in the main hall, one in the kitchen, one in the front lobby, one at the top of the stairs and one at the bottom of the stairs.
The fire alarm unit is in the front lobby opposite the front door. Fire alarms are tested weekly as advised and recorded in the book.
There are **3 fire extinguishers and a fire blanket** in the hall which are serviced annually.
The 9ltr water based unit is situated in the main hall
The 6ltr foam based unit is situated at top of stairs
The 2.0kg Co2 unit is situated in the front lobby
The fire blanket is on the wall in the kitchen
Smoke alarms are situated in the main hall, front lobby, kitchen and upstairs room.
5 Emergency lighting units are installed upstairs and down.
The fire alarm, Smoke alarms and the emergency lighting system is professionally tested every 6 months.

Water

The stop cock is situated at the bottom of the stairs.
The immersion tank has been disabled and replaced with instant hot water heaters.

Fixtures and fittings

The curtains were replaced in 2015 and are fire retardant.
The chairs meet the necessary standards.
Tables are stored in the cupboard in the main hall. The round tables are heavy.
The heating system was fitted in 2014
The kitchen and ladies cloakroom floor is a non slip surface
The main hall floor and front lobby is wooden with a non slip coating.
The first aid box is in the kitchen.

A defibrillator is housed in a secure yellow box on the snooker club front wall next door. It is registered on the national system and is checked monthly.

Safety inspections

The fire alarms are tested weekly and the hall is checked for maintenance issues etc at the same time, although as the hall is in regular use by committee members, any issues are flagged up as they occur.

Potential risks

Ensure both front doors are unlocked when an event is taking place to allow pushchair and wheelchair access.

There is a hot water boiler, kettles and cooker in the kitchen. The kitchen door should be shut when the hall is in use and children kept out of the kitchen.

The stairwell is dark and therefore the light should be on if the upstairs room is in use.

The round tables are heavy and require 2 people to move.

Move chairs with care as we do not have a trolley.

Trades people are made aware of the materials and structure of the building.

Winter management. Snow/ice/flood. The village has an emergency plan.

Snape Snooker club

The snooker club is single storey of brick construction with a pan-tiled roof and is attached to the main village hall at the front of the building only. The ceiling in the main hall is false and of fibre board construction (tiles).

The fire exit doors and 3 side windows are plastic double glazed sealed units fitted in 2018/19. The front windows are original leaded lights of which some are broken and cracked. The large window at the front has a polythene and wooden constructed secondary panel on the inside to assist with draft reduction.

The main hall measures 12.44 x 6.63 mtrs with the entrance lobby measuring 3.27 x 2.43. There is a toilet and washbasin in the lobby area. The building is one main hall and front entrance lobby with escape routes at either end with no apparent trip hazards in between.

The fixtures and fittings are minimal, a few chairs, a small table, a fixed long fabric covered wooden bench and storage benches situated round the side walls. There are two large snooker/billiard tables. I am informed that the 5xpairs curtains meet the necessary safety standards.

The snooker club has its own independent electricity and heating supply. It does however share the water supply to the main vh. Heating is by an oil fired central heating boiler supplemented by and electric heater. Other electrical items in the hall appear to be a kettle, fridge, radio, fan, vacuum cleaner and a table iron. These items should be tested annually by the club to ensure they are safe to use. The main electrical circuit was tested in 2018 and a new consumer unit fitted and the boiler earthed.

In January 2020 the club was fitted with a fire alarm system, smoke detectors and emergency lighting as part of the VH refurbishment. They also have two fire blankets and a powder extinguisher and have been informed that they need to have fire safety procedures in place for their members.

Risk
The key code for the front door is not always shared with the VHMC which prevents access to the landlords in case of emergency.

Snape Village Hall

Equality, Diversity and Inclusion Policy

1. **Purpose**

The purpose of this Equality, Diversity and Inclusion (EDI) Policy is to set out *the* organisation's commitment to treating all people fairly, with dignity and respect and to creating an environment where everyone feels valued, included and able to participate fully in our work and services.

We recognise our legal and ethical responsibilities under the Equality Act 2010 to prevent discrimination, harassment and victimisation, and to promote equal opportunities for all. This policy provides a framework for:

- Ensuring that our services, activities and employment practices are fair, accessible and inclusive
- Valuing and celebrating the diversity of the people and beneficiaries we work with and serve
- Removing barriers and reducing inequality wherever we can
- Creating a culture where staff, volunteers, beneficiaries and partners feel respected, supported and safe
- Making decisions and delivering services in ways that promote equality and challenge discrimination
- Helping us meet our legal duties and demonstrate our commitment to social justice, fairness and positive change

2. **Scope**

This policy applies to everyone working/ volunteering on behalf of the organisation including the board of trustees.

3. **Definitions**

Equality: This is about ensuring everybody has equal access to opportunities in line with their needs and protecting them from being treated differently or discriminated against because of their characteristics.

Diversity: This is recognising and respecting the differences between people and groups of people and placing a positive value on those differences.

Inclusion refers is about removing barriers, practical, cultural or attitudes, so that people can be involved and contribute without fear of discrimination, bias or exclusion.

Snape Village Hall

4. **Policy**

4.1 We are committed to:

- Promoting equality of opportunity in all areas of our organisation
- Respecting and valuing diversity, recognising the benefits it brings
- Ensuring inclusion so that everyone can participate fully and safely
- Preventing discrimination, harassment and victimisation
- Complying with the Equality Act 2010
- Making reasonable adjustments and to removing barriers that prevent people from accessing opportunities or services
- Responding sensitively to different needs, backgrounds and experiences
- Continually improving our approach to equality, diversity and inclusion

4.2 Under the Equality Act 2010, people are protected from discrimination, harassment and victimisation on the basis of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

We are committed to upholding these protections in all aspects of our work.

4.3 We will take all reasonable steps to prevent:

- Direct discrimination: treating someone less favourably because of a protected characteristic
- Indirect discrimination: policies or practices that put certain groups at a disadvantage
- Harassment: unwanted behaviour related to a protected characteristic
- Victimisation: treating someone unfairly because they made or supported a complaint
- Failure to make reasonable adjustments for people with disabilities

4.4 This policy will form part of the induction procedure for trustees, staff and volunteers.

4.5 **I**nduction and refresher training in relation to this policy will be provided to all staff, volunteers and trustees.

4.6 Staff who feel discriminated against or unfairly treated in a way contrary to the intention of this policy should raise the issue with the Chair of Trustees.

4.7 Volunteers and beneficiaries and members of the public who feel discriminated against or unfairly treated in a way contrary to the intention of policy should raise the issue through the Complaints Policy.

4.8 Failure to follow this policy may lead to disciplinary action or termination of volunteering with us.

4.9 We will make reasonable adjustments to support disabled staff, volunteers, job applicants, or service users. Requests for adjustments will be handled promptly and sensitively**.** Adjustments may include:

- Accessible formats or communication methods
- Physical adjustments to premises
- Flexible working or support equipment
- Adaptations to roles or processes

5. Monitoring and Review

Where appropriate EDI statistics will be collected and analysed to provide insight into the effectiveness of this policy. This includes reviewing employee recruitment and turnover, beneficiary participation and accessibility amongst other indicators.

The Trustees will review the policy every two years or sooner if there are significant changes to legislation, operations or organisational learning.

.

Date approved or amended	Signed	Role
13/10/2026	Paul Richards	Chair of Trustees

Snape Village Hall

Appendix 1 - Definitions

Equal Opportunities – THE ORGANISATION aims to ensure that policies, procedures and practices do not unfairly discriminate against our employees, volunteers, stakeholders and service users.
The Organisation aims to treat people fairly and equitably regardless of who they are, their background or their lifestyle.

Diversity – THE ORGANISATION aims to ensure that all people are valued as individuals and are able to maximise their potential and contribution. It recognises that people from different backgrounds can bring fresh ideas and a different approach that can make the way we work and learn more fun, more creative, more efficient and more innovative.

Inclusion – THE ORGANISATION aims to value everyone's differences and use them to enable everyone to thrive at work. An inclusive working environment is one in which everyone feels that they belong without having to conform, that their contribution matters and they are able to perform to their full potential, no matter their background, identity or circumstances. The Organisation aims to have an inclusive workplace that has fair policies and practices in place and enables a diverse range of people to work together effectively.

Direct Discrimination - as defined in law, occurs when a person is dealt with less favourably than other people because of a 'protected characteristic'. These are defined in the Equality Act 2010 as being:

- **Age –** a person of a particular age group, but does not apply to those under the age of 18.
- **Disability** – a person who has a physical or mental impairment, where the impairment has a substantial and long-term effect on the person's ability to carry out day-to-day activities.
- **Gender Reassignment** – a person who is proposing to undergo, is undergoing or has undergone a process, or part of a process, for the purpose of reassigning the person's gender by changing physiological or other attributes of gender.
- **Marriage or Civil Partnership –** Marriage is defined as a 'union between a man and a woman or between same-sex couples'. Same-sex couples can have their relationships legally recognised as civil partnerships. Civil partners must be treated the same as married couples.
- **Pregnancy and Maternity –** a woman who is pregnant has a protected characteristic for the whole pregnancy and for a period of 26 weeks from the day she gives birth (in the THE ORGANISATIONe of a still born child the 26 week period exists if the birth takes place after the 24th week of pregnancy). A woman who has given birth and is breast-feeding has a protective characteristic when accessing premises, services and public functions.
- **Race** – a person or group of people defined by their race, colour, nationality, including citizenship, and ethnic or national origins. A racial group can include more than two distinct racial groups; e.g. Black Britons would comprise of those

people who are both black and who are British citizens.

- **Religion or Belief -** a person's religion, religious or philosophical belief, lack of religion or lack of religious or philosophical belief. A belief will affect a person's choices or the way they live for it to be considered a protected characteristic.
- **Sex –** a person who is a man or a woman.
- **Sexual Orientation –** a person's sexual attraction towards a person of the same sex, another sex, or people of both sexes.

This Policy uses a wider definition of characteristics and includes, caring responsibility, mental health, class, HIV status, employment status, unrelated criminal convictions, and union activities.

Associated Discrimination is discrimination against a person because they associate with another person who possesses a protected characteristic, e.g. a person is refused entry to a venue because the person they are with has limited mobility and uses crutches to help them move around.

Discrimination by Perception is discrimination against a person because it is perceived that they possess a particular protective characteristic, e.g. a man who is perceived to be a woman because they have a high voice on the phone is refused access to a men-only service. This would be sex discrimination because the man has wrongly been perceived to be a woman.

Indirect Discrimination occurs when an apparently neutral practice, provision or criterion puts people with a particular protected characteristic at a disadvantage compared with others who do not share that characteristic, and when applying the practice, provision or criterion cannot be objectively justified, e.g. an organisation has a policy of reminding people of forthcoming appointments by phone. This would indirectly discriminate against deaf people as they would not receive a reminder of their appointment.

Victimisation means subjecting a person to detrimental treatment because they are or are believed to be bringing proceedings under the Equality Act; giving evidence or information in connection with proceedings under the Equality Act; doing any other thing for the purposes or in connection with the Equality Act or making an allegation that a person has contravened the Equality Act.

A person must be able to act against unlawful discrimination without fear of reprisals or being subjected to a detrimental effect, e.g. a patient makes a complaint to a service provider where they were obtaining treatment because they felt they were discriminated against for being gay. The complaint is resolved, but if the person who provides the treatment refuses to treat the gay client, this would be victimisation.

Snape Village Hall

Harassment means unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.

Sexual harassment is any conduct of a sexual nature that is unwanted by the recipient, including verbal, non-verbal and physical behaviours, and which violates the victim's dignity or creates an intimidating, hostile, degrading or offensive environment for them. Harassment can be sexual, racial, ageist, directed against people with disabilities or indeed related to any protected or other characteristic exhibited by the individual, e.g. a male employee is disabled and is claiming harassment against his line manager after she frequently teased and humiliated him about his disability. A female employee shares an office with the male employee and she too is claiming harassment, even though she is not disabled, as the manager's behaviour has also created an offensive environment for her.

Harassment by a third party means unwanted, repeated conduct by a third party based on a protected characteristic, which has the purpose or effect of violating the dignity of a person or creating an intimidating, hostile, degrading, humiliating or offensive environment for a person and where the employer does nothing to prevent it from reoccurring. A third party is defined in law as not being the employer or employees of the employer, such as customers or clients, e.g. a manager hears from one of his staff, who is gay, that he is feeling unhappy after a client made homophobic remarks in his hearing. The manager is concerned and monitors the situation. Within a few days the client makes further offensive remarks.
The manager reacts by having a word with the client, pointing out that this behaviour is unacceptable. He considers following it up with a letter to him pointing out that he will ban him if this happens again. The manager keeps the gay employee in the picture with the actions he is taking and believes he is taking reasonable steps to protect the employee from third party harassment.

Positive Action can be taken when it is clear that a group of people who share a protected characteristic and who are, or could become, employees, volunteers or service users, suffer a disadvantage linked to that characteristic, have disproportionately low levels of participation, or have different needs from a service as compared to other groups.

The positive action must be proportionate and aim to increase participation, meet different needs or overcome disadvantage. The positive action must be appropriate to its aim and other actions would be less effective in achieving this aim or likely to cause greater disadvantage to other groups.