

## **Safeguarding of Vulnerable People Policy**

1. This policy applies to:
  - a) any person over the age of 18 who is, or may be, in need of community care services by reason of mental or other disability, age or illness; and who is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation (a vulnerable adult);
  - b) or a person under the age of 18 (a child).
2. The Lisvane Memorial Hall (LMH) Trustees have assessed that there is no necessity for any occasional contractors present on LMH premises, to require a Disclosure and Barring Services (DBS) Certificate because they would be unlikely to be in LMH when in use by hirers and would not be in contact with vulnerable persons alone.
  - a) The Caretaker will be required to obtain a DBS Certificate on appointment and once every two years thereafter.
  - b) The requirement for a Trustee to obtain a DBS Certificate shall be decided by risk assessment, i.e. Trustees regularly accessing LMH premises will obtain a DBS Certificate on appointment and once every two years thereafter.
3. Any organization hiring LMH premises who have substantial contact with children and/or vulnerable adults must supply their Safeguarding Policy to the Booking Secretary with their booking form.
  - a) The Booking Secretary will forward this to the designated LMH Trustee who will assess whether it is suitably up-to-date.
  - b) The LMH Trustees will appoint a designated Trustee and a Deputy after each LMH Annual General Meeting.
4. The Trustees will maintain the security of the LMH premises such that all entrance and exit to/from the building by users can be recorded. Regular users will only have access at the times booked and will have to inform the Booking Secretary when they require access outside of these times, so that a log may be maintained.
5. If a Trustee or the Caretaker has any concerns about a vulnerable person, they should talk to the Safeguarding Officer of the organization involved, if appropriate.
  - a) On observation, or upon receipt of any information from a vulnerable person, or concerning a vulnerable person, or if anyone has any suspicion of mistreatment, it is important to record exactly what one has heard or seen at the time of the event, including details of time and place, and who is alleged to be involved.
  - b) If it is not appropriate to approach the relevant Safeguarding Officer, consult one of the agencies below.
  - c) You must always refer, and never investigate, any suspicions of abuse.

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Cardiff County Council	Vulnerable adults	029 2233 0888
Cardiff County Council	Children	029 2053 6490
Cardiff County Council	Out-of-hours	029 2078 8570
Police		999

6. This policy must be reviewed annually by the Trustees.