

Contact Information

Designated Safeguarding Lead:

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Deputy Safeguarding Lead:

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Purpose of the Policy

This policy sets out The Diss Corn Hall Trust's commitment to providing a safe and inclusive environment for children, young people, and vulnerable adults. We are committed to safeguarding the welfare of all who participate in our programmes, whether as visitors, volunteers, artists, or staff members.

Scope of the Policy

This policy applies to all staff, volunteers, trustees, and contractors involved in the activities of The Diss Corn Hall Trust, whether on or off-site events. The policy provides guidelines on the responsibilities for safeguarding children (anyone under 18 years of age) and adults at risk (vulnerable adults), ensuring their protection from harm, abuse, or neglect.

Policy Statement

Commitment to Safety

We are committed to creating a safe, inclusive, and welcoming space for all. All safeguarding concerns will be addressed promptly and confidentially.

Duty of Care

Our staff and volunteers have a duty of care to protect children and vulnerable adults from harm.

Zero Tolerance for Abuse

Any form of abuse, discrimination, or exploitation will not be tolerated. We actively promote respect and equal treatment for everyone.

Legal Compliance

This policy aligns with UK safeguarding legislation, including the Children Act 1989, the Children Act 2004, and the Care Act 2014, as well as relevant statutory guidance such as “Working Together to Safeguard Children” (2018) and “Keeping Children Safe in Education” (2021).

Roles and Responsibilities

1. Designated Safeguarding Lead (DSL)
The DSL is responsible for managing safeguarding concerns, making referrals, and providing support and advice to staff and volunteers.
The DSL’s contact details are clearly displayed within The Corn Hall.
2. Staff and Volunteers
All staff and volunteers have a responsibility to understand and adhere to this policy. All are required to complete safeguarding training and report any concerns to the DSL. Staff and volunteers must undergo appropriate Disclosure and Barring Service (DBS) checks based on their level of interaction with children and vulnerable adults.
3. Trustees
Trustees have a duty to ensure that safeguarding practices are in place and are reviewed annually.
They must also support a safeguarding culture within the organisation.
4. Visitors and Contractors, including freelance staff.
All external contractors and visitors must follow our safeguarding guidelines while on-site. They should be supervised when interacting with children or vulnerable adults unless a valid DBS check has been completed.

Safe Recruitment and Training

Recruitment

We adhere to safe recruitment processes, ensuring that all prospective employees and volunteers undergo an appropriate level of vetting, including DBS checks and reference checks.

Training

All staff and volunteers must complete safeguarding training appropriate to their role. Regular refresher training is mandatory to ensure awareness of current safeguarding issues, policies, and practices.

Code of Conduct

Respect and Equality	Treat all participants with respect and ensure inclusivity.
Appropriate Boundaries	Avoid physical contact and maintain appropriate boundaries. Never engage in any behaviour that could be misinterpreted.
Confidentiality	Safeguarding concerns must be kept confidential and only shared with those directly involved in managing the concern.
Do Make Promises	Never tell a person reporting that you will keep the disclosure private. All safeguarding concerns must be reported to the local authority and/or the police.
No Tolerance for Bullying or Harassment	We do not tolerate any form of bullying, harassment, or abusive behaviour. Concerns about bullying or harassment must be reported to the DSL immediately.

Recognising and Reporting Abuse

Types of Abuse

Children	Physical abuse, emotional abuse, sexual abuse, neglect, online abuse, and exploitation.
Vulnerable Adults	Physical abuse, emotional abuse, financial abuse, neglect, domestic violence, discrimination, and self-neglect.

Reporting Concerns

Immediate Danger	If there is an immediate danger, contact emergency services on 999.
Reporting to the DSL	Any safeguarding concerns, suspicions, or disclosures should be reported to the DSL immediately. If the DSL is unavailable, the Deputy Safeguarding Lead should be informed
External Reporting:	If necessary, the DSL will refer concerns to the appropriate authorities, such as social services or the police.

Responding to Disclosures

Listen	Allow the individual to speak freely and listen without interruption
Do Not Investigate	Do not ask leading questions or attempt to investigate the issue. Record the facts as presented.
Reassure	Provide reassurance that they are being taken seriously and that you will pass on the information to those who can help.
Document	Record the information immediately, noting the time, date, and details of the conversation.
Report	Pass the information to the DSL, who will decide on the next steps

Safe Spaces and Online Safety

1. Physical Space: Regular risk assessments are conducted to ensure that all physical spaces are safe and suitable for children and vulnerable adults.
We maintain adequate adult-to-child ratios in all activities involving children and ensure adequate supervision at all times.
2. Online Safety: We are committed to maintaining a safe online environment for all users of our digital platforms.
Personal information about participants must never be shared or stored without consent, and digital interactions should follow the same guidelines for appropriate conduct.

Whistleblowing

Staff, volunteers, or participants who have concerns about safeguarding practices or suspect malpractice can raise these concerns through our whistleblowing policy. Reports can be made anonymously if preferred, and any concerns raised will be taken seriously and treated confidentially.

Monitoring and Review

This policy will be reviewed annually, or more frequently if there are changes in legislation or significant incidents. The DSL and trustees are responsible for ensuring that the policy remains up-to-date, effective, and reflective of current best practices.

Conclusion

Th Diss Corn Hall Trust is dedicated to promoting a safe and inclusive environment, prioritising the wellbeing of children and vulnerable adults. Through clear guidelines, continuous training, and a strong culture of safeguarding, we aim to provide a safe, creative space for everyone in our community.