
1. Purpose and Scope

1.1 Purpose

This policy sets out the framework used by Aberlady Community Association (SCIO) to ensure a safe environment for all individuals using our facility or participating in our activities. The charity acknowledges its strict duty of care to safeguard and promote the welfare of children, young people, and adults at risk.

1.2 Scope

This policy applies universally to all trustees, committee members, staff, contractors, and volunteers working on behalf of the charity. It also binds any individual, community group, or commercial operator hiring or using the Village Hall premises.

1.3 Core Principles

- The welfare of the individual is always the paramount consideration.
- Everyone, regardless of age, disability, gender, race, or religion, has an equal right to protection from all forms of abuse, harm, and neglect.
- Safeguarding is a collective responsibility; every volunteer and trustee must know how to identify and report concerns.

2. Legislative Context (Scotland)

This policy is explicitly grounded in Scottish legislation and regulatory guidance, including:

- **The Adult Support and Protection (Scotland) Act 2007:** Defending adults (aged 16+) who are unable to protect themselves from harm due to disability, illness, or physical/mental infirmity.
- **The Protection of Children (Scotland) Act 2003:** Defending individuals under 18 from harm.
- **The Scottish Charity Regulator (OSCR) Guidance:** Legal frameworks requiring trustees to prevent and report serious safeguarding incidents.

3. Roles and Responsibilities

3.1 The Board of Trustees

The trustees maintain ultimate legal accountability for safeguarding. They must ensure this policy is structurally implemented, adequately funded, and reviewed annually.

3.2 Designated Safeguarding Lead (DSL)

The committee will formally appoint a primary and deputy DSL.

- **Designated Safeguarding Lead:** Ian Barcroft ACA Secretary 07591 392852

- **Deputy Safeguarding Lead:** Josh Gilholm ACA Trustee 07863 855327

The DSL is responsible for receiving safeguarding reports, securely keeping records, maintaining contact details for local social care authorities, and leading statutory referrals.

4. Internal Activities & Safer Recruitment

(This section applies directly to groups run by the charity, such as the afternoon drop-in.)

4.1 Safe Recruitment of Volunteers

The charity will use safe recruitment practices to prevent unsuitable individuals from working with vulnerable participants. This includes:

- Conducting short informal interviews.
- Collecting a minimum of two character-references.
- Ensuring new volunteers undergo a proper induction covering this safeguarding policy.

4.2 PVG Scheme Requirements

Vetting requirements will be determined based on specific duties in accordance with **Volunteer Scotland Disclosure Services** guidance:

- **Social & Hospitality Volunteers:** Volunteers who simply serve refreshments and chat during open drop-in events do not engage in "Regulated Work" and are not legally eligible for higher-level PVG checks. They will instead be managed under supervision by the lead of the drop-in event.
- **Personal Care or Transport Volunteers:** If any activity develops to include organized driving or personal physical support, those specific roles will legally require full **Protecting Vulnerable Groups (PVG) Scheme** membership prior to starting.

4.3 Code of Conduct for Volunteers

All personnel operating on behalf of the charity must:

- Avoid unsupervised 1-on-1 situations behind closed doors with any participant.
 - Maintain professional boundaries and refrain from managing participants' personal finances or taking keys.
 - Never administer medication or provide physical care unless explicitly trained and authorized by the Trustees.
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5. Premises Management & Lettings (Third-Party Hires)

(This section applies to external groups renting the hall.)

5.1 Conditions of Hire

Any external organization or individual hiring the Village Hall to deliver services or activities to children, young people, or adults at risk must officially accept the hall's safeguarding terms.

- **Requirements:** Regular group hirers must provide a current copy of their own Safeguarding Policy and evidence of PVG compliance upon request.

- **Exemptions:** Private, one-off family functions (e.g., birthday parties) are exempt from providing policies but must agree via the hiring contract to provide continuous, adequate adult supervision of the premises.

5.2 Venue Safety

The committee will maintain the physical safety of the facility through regular risk assessments, clear wheelchair access routes, functional first-aid kits, and distinct safety notices.

6. Incident Reporting and Escalation Procedure

If an employee, trustee, or volunteer becomes aware of a safeguarding concern, or a participant discloses abuse, the following steps must be taken immediately:

Step 1: Ensure Immediate Safety

If an individual is in immediate danger or requires medical care, call 999.



Step 2: Record the Details

Write a factual account of the concern using the exact words spoken. Do not investigate.



Step 3: Inform the DSL

Contact the Designated Safeguarding Lead within 24 hours.



Step 4: External Referral

DSL will report the concern to Local Council Social Work and/or Police Scotland (101).



Step 5: OSCR Reporting

Trustees will determine if the matter qualifies as a "Notifiable Event" to OSCR.

6.1 Confidentially & Data Protection

All safeguarding records will be held securely in digital format or a locked cabinet by the DSL. Information will only be shared with appropriate statutory authorities on a strictly "need-to-know" basis, in accordance with Data Protection law.



Safeguarding at Aberlady Village/Community Hall Summary Statement

Staying Safe in Our Community

Aberlady Community Association (SCIO) SC053151 is committed to providing a safe, welcoming, and inclusive environment for everyone who visits, works, or volunteers in our hall. We have a zero-tolerance approach to any form of harm, abuse, or neglect.

Our Designated Safeguarding Lead (DSL)

If you have a concern about the safety, well-being, or treatment of a **child, young person, or adult at risk** inside this building, please contact our Safeguarding Lead immediately:

- **Name:** Ian Barcroft ACA Secretary
 - **Phone Number:** 07591 392852
 - **Email:** ian1barcroft@gmail.com
 - *(If unavailable, contact the Deputy DSL: Josh Gilholm 07863 855327)*
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What to Do in an Emergency

If you believe someone is in **immediate physical danger** or a crime is being committed, do not wait. Contact emergency services directly:

- **Emergency Services:** Dial **999**
 - **Police Scotland (Non-Emergency):** Dial **101**
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How to Report a Non-Emergency Concern

If you notice something concerning during a group session, or if someone tells you something that makes you worried about their safety at home or in the hall:

1. **Write down exactly what you saw or heard** as soon as possible, using the person's own words if they spoke to you.
 2. **Report it to our Safeguarding Lead (above)** within 24 hours.
 3. If the concern involves an adult at risk, it can also be raised directly with our local authority's **Adult Social Work / Social Care Team** on: 01875 824309.
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Information for Third-Party Hirers

- All organized groups using this hall must operate in accordance with the **Adult Support and Protection (Scotland) Act 2007**.
- It is the responsibility of the group leader/hirer to ensure their staff and volunteers are safely recruited and hold valid **PVG Scheme** membership where legally required.
- A full copy of the Hall's overarching **Safeguarding Policy and Procedures** is available upon request from the Designated Safeguarding Lead (details above) or can be viewed online at:
www.aberlady.org/aberlady-village-hall/safeguarding

