



Biddenden Community Library

All Saints Church
Biddenden
TN27 8AH

Biddenden Community Library is committed to providing a safe environment for children and adults. We have systems in place to ensure activities within the library are an enjoyable and safe experience for all.

Everyone has a part to play in safeguarding young people and adults at risk. In addition to our core safeguarding policies, we have other codes and guidelines in place to inform and guide our volunteers to embed good safeguarding practices throughout.

Biddenden Community Library believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

We are committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution. Safeguarding is everybody's responsibility.

The Community Library safeguarding officer is Julie Lupton who can be contacted on: 07884 306997 or you can email her at: julielupton.jl@gmail.com with any concerns, comments or feedback on any aspect of safeguarding.

Policy Statement

- No member of the committee of trustees, helpers, other volunteers or staff will have unsupervised access to children or vulnerable adults. Best practice states three volunteers should be present at any point.
- All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.
- All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues. A copy of this policy will be available to every volunteer when they undertake their induction training.
- There is a nominated and named Child Protection and Vulnerable Adult Representative (CPVAR) to whom any suspicions or concerns should be reported. This person is Julie Lupton tel 07884 306997 or 01580 291658 email: julielupton.jl@gmail.com
- The trustees will endeavour to keep the premises safe for use by children and vulnerable adults and they recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically and mentally disabled adults.
- In hiring the church premises for the purposes of holding library activities involving children or vulnerable adults our trustees confirm, by signing the terms and conditions of booking, that they have an appropriate safeguarding policy in place.

This policy and procedures will be reviewed annually and updated as appropriate in the interim.

Safeguarding Procedures

- All trustees, volunteers and staff will be given information about child protection awareness (<https://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-introduction/>) during their induction training.
- An annual review will take place to allow for any required up-date of policies and or procedures. New trustees, volunteers and staff must be given an induction to this policy and understand their responsibilities.
- A copy of the policy will be available to all trustees and volunteers and also posted on the library website, together with a poster outlining how to report concerns (see Appendix 1).
- The Church PCC requires hirers to report any damage, breakages or safety issues needing attention to the Churchwarden. These will be dealt with as soon as practicable, in the light of the circumstances, with provision to prevent access by children and vulnerable adults pending repairs where and when appropriate.
- Contractors engaged to carry out work on Church premises must not be allowed unsupervised access to children or vulnerable adults. All work should be undertaken when facilities are not in use, but appropriate supervision will be arranged if it is necessary to carry out work when this is not possible.
- If the church is open to any members of the general public during a library session, the attention of volunteers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.
- The supervision of all groups remains the responsibility of the people who hire the premises and sign the terms and conditions of booking or rental agreement.

**Appendix 1 – Notice (to be accompanied by Safeguarding Incident Reporting Flow Chart)
Biddenden Community Library (BCL)**

Safeguarding Children and Vulnerable Adults: Handling Concerns

Users of Church facilities

It is the responsibility of the library volunteers to report incidents to the relevant authority who will give guidance on what, if anything, needs to be done:

Incidents involving concerns about an adult

Contact Kent Social Services on 03000 41 61 61 or Email social.service@kent.gov.uk

Incidents involving concerns about a child

Kent Social Services on 03000 41 11 11 or Email social.services@kent.gov.uk

Outside normal hours call 03000 41 91 91

- Additional support is available through:
 - NSPCC on 0808 800 500 Email help@nspcc.org.uk
 - ‘What to do if you’re worried a child is being abused – Summary’ [Layout 1 \(whatdotheyknow.com\)](http://whatdotheyknow.com)
 - Concerns about an adult [Report abuse - Kent County Council](#)

Don’t know what to do?

If there is any doubt on what to do, or guidance is needed on the steps to be taken, the BCL Child Protection and Vulnerable Adult Representative should be contacted. This person is Julie Lupton Tel 07884306997 or 01580 291658 email julielupton.jl@gmail.com

Incidences relating to library volunteers

In incidences relating to volunteers the nominated Child Protection and Vulnerable Adult Representative (CPVAR) will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency. The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

The CPVAR will:

- know who to contact at the local authority
- know who to contact in Social Services for advice and referrals
- know about helplines and other sources of help for children and young people and vulnerable adults
- ensure that there is an environment in which volunteers have the opportunity to raise any child protection or vulnerable adult protection concerns.

The following are agencies or charities that can provide help, information or advice.

- To report concerns about an adult or child
- For adults concerned about the welfare of a child. Kent Children's Services - 03000 41 11 11
Stop It Now Helpline - 0808 1000 900 (website www.stopitnow.org.uk) For any concerns about child sexual abuse in UK and Northern Ireland
- Childline - 0800 11 11 (website www.childline.org.uk) If you are under 19 years of age, Childline will talk to you about anything from abuse or bullying to exam stress or relationships. Childline is now part of the NSPCC. NSPCC – 0808 800 5000 (www.NSPCC.org.uk)
- To report concerns about an adult Kent Adult Services - 03000 41 61 61
- Action On Elder Abuse Helpline - 080 8808 8141 (Monday to Friday office hours – www.elderabuse.org.uk) Provides support, advice and information to victims or those worried about abuse towards an elderly person.
- National Domestic Violence Helpline - 0844 804 4999 (www.ncdv.org.uk) The National Centre for Domestic Violence (NCDV) can help you obtain emergency injunctions. If you are in immediate danger call 999.