



Green Street Green Association

Policies

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ACCIDENT PROCEDURE

INTRODUCTION

This policy should be read in conjunction with other policies extant in the Greenwood Centre documentation of the GSGAC and those in-house Policies of the Crofton Schools Pre-School based at the Hall.

ACCIDENTS

- 1) In the event of any accident where someone is injured or the building or its contents are damaged to the extent that repairs need to be made, the following instructions are to be followed.

QUALIFIED FIRST AIDERS

- 2) Crofton Pre-School are responsible for their own staff and promulgation of personnel details.
- 3) Any hirer should make themselves aware of any qualified attendees during the hire period
- 4) GSG Association should make a statement when using the hall if anyone qualified is present.

PROCEDURES

- 5) When an injury occurs, details should be entered in the Accident Book located within the First Aid kit.
- 6) Any treatment applied should be included, and those present should be guided by the circumstances as to whether outside agencies need be notified/alerted.
- 7) The Chairman of the Trustees or the Hall Booking Manager should be notified of all injuries.
- 8) Where damage has occurred and especially if repair is immediately required, the Hall Caretaker is to be notified

OUTSIDE RESOURCES

- 9) The Caretaker – Mr Peter Holmes can be reached on the following telephone numbers or address:
125 Glentrammon Road
GSG
BR6 6DQ
01689 600985
Mobile: 07548 896 331
Email: pbholmes@outlook.com
- 10) The nearest Medical help is the GP Surgery of the GSG Medical Centre located at 21 High St GSG
Telephone 01689 850012

- 11) The nearest dentist the GSG Dental Practice at 3 High Street GSG
Telephone 01 689 862626
- 12) The Princess Royal University Hospital Emergency Department alongside its adjoining
Minor Injuries Clinic (both 24hr/7day) is at Farnborough Common (Locksbottom) BR6 8ND
Telephone 01 689 863000
- 13) NHS Helpline is available for advice on Non emergency medical advice and situations can
be discussed using the 111 system
- 14) Fire, Police, and Ambulance Services can be called on the 999 service
- 15) 112 Is the same service as 999 and can be used by any locked mobile phone from any
country
- 16) Non emergency police contact is 101

BOB TROTT

June 2018

GREEN STREET GREEN ASSOCIATION

GENERAL EMERGENCY PROCEDURES FOR GREENWOOD COMMUNITY CENTRE

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Anyone discovering a fire or other emergency for which the building should be evacuated should immediately advise everyone in the hall to follow the Fire Exit signs round the rear of the building or to exit through the front door. They should then notify the caretaker (Peter Holmes tel: 07548 896 331) of the exact location of the incident.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Only attempt to put out small fires, **if it is safe to do so without putting yourself at risk and you are confident in using portable fire fighting equipment.**
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- All occupants of the building must respond to alarm activations
- The fire alarm is ????
- Whoever is in charge of the hall at the time (School staff, hirer, caretaker) should summon the emergency services (**DIAL 999**) as necessary
- Whoever is in charge of the hall at the time will supervise evacuation of the building
- Everyone must leave the building by the nearest exit and report directly to whoever is in charge of the hall at the time at the assembly point:
 - On the pavement in front of the shops on the opposite side of the road from the front of the hall
- The last person to leave the hall must close the front door.

Walk quickly – DO NOT RUN nor stop to collect belongings

- On arrival at the assembly area ensure you are checked as present on the attendance sheet
- The person in charge of the hall at the time, or the caretaker (if present), will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until the person in charge of the hall at the time is notified it is safe to do so by the Fire Brigade

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. The person in charge of the hall at the time should nominate someone to escort those who need assistance from the building.

Visual disability

People with a visual disability will usually require the assistance of one person - on level surfaces they should take the helper's arm and follow them.

Hearing disability

People with a hearing disability should be escorted out of the building by a responsible person.

GAS LEAKS

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the person in charge of the hall at the time of the incident.
- Call the caretaker (Peter Holmes: 07548 896 331)
- Check that all gas appliances are switched off
- Shut off the gas supply at the meter control valve located in the cupboard in the Gents lavatory (immediately on the left inside the door)
- Evacuate the premises
- If gas continues to escape, telephone National Grid on 0800 111 999.

The Greenwood Centre Charity – Village Hall

Fire Risk Assessment

The Greenwood Centre is the Village Hall of the Green Street Green Association, located at number 4 High Street Green Street Green, Orpington BR6 6BQ. It is a semi-detached building with all rooms on the ground floor, with the other half being a residential property that has a room above some sections of the hall areas, together with some wooden sheds also used for storage at the rear of the building accessed via a small patio just beyond the rear emergency exit from the main hall. On the other side of the property is a disused public toilet block, around which there is a fire escape route from the hall leading to the public road/pavement via a number of bolted or latched gates that can be immediately opened to exit but not enter from the public side.

It consists of a Main Hall that has a small stage, closed storage room from the hall, an open storage area as an annexe where tables and chairs are kept. Under the stage items can also be stored, along with another area in the roof space. From the stage there is access via a door into a separate room, also accessible via another door leading from a small passageway located at the opposite side of the stage. The room is subdivided by a removable partition – one half being used as a storage area, and the other half as a meeting room.

The main hall is reached via the front door and reception area and further double doors, whilst to the other side are doors to gents and ladies toilets and a kitchen. From the kitchen as well as the main hall there are doors leading to a small patio area from which a gate gives access to the wooden sheds and fire escape route. There is a small children's toilet specifically installed by and for the Pre-School.

Each section of the property is assessed below.

MAIN HALL:-

The stage is wooden, and has flammable curtains. Some items are stored on the stage belonging to the Pre-School. There is a wooden storage cabinet containing electrical equipment (not connected to the mains), numerous mains power sockets along with switches and lights along the ceiling. There is one electric oil filled radiator surrounded by a metal guard, and a mains powered central heating fan on one wall. Flammable items are sometimes stored in the roof void as well as under the stage, but where possible flammable things are kept in the sheds at the rear of the property so long as they are not subject to possible damage from damp.

At one side of the stage is a locked metal cabinet containing items belonging to the Pre-School, and alongside is a locked wooden cabinet containing electrical items for sound amplification. There are no electrical connections to either facility but on the adjacent wall is the main electric consumer unit. This is a modern Circuit Breaker type facility, and was installed when the hall was rewired a few years ago. At the other side are some items of general use, these are potentially flammable, but have no inherent individual risk to the general assessment as they can be considered as part of the wooden stage.

At the opposite end of the hall are some Pre-School drawings and teaching aids attached to wall boards. Above these, but out of reach without a ladder is an electric extractor fan and a power source used for external lights at Christmas.

There are always some flammable materials in the main hall.

Risk of fire is attributable to lighting, electrical faults, or from the heating system/radiator.

Mitigation is afforded by the availability of fire extinguishers, emergency exits at two locations, and the removal of all potentially inflammable items out of the hall. The latter, however, is not always possible as on occasions the potential will increase due to day-to-day hirer's requirements. The portable electric and oil filled heater has a metal guard around it to prevent direct contact with the heater. There are no open sources of ignition.

Risk is minimal and reduced to the minimum acceptable level by the removal of as many flammable items as is possible consistent with the use of the hall.

STORAGE ROOM

The Pre-School has exclusive use of the store and it is kept locked unless access is required by them. Flammable items are kept in the room, but the only source of ignition is from electrical switches and wiring.

Risk is assessed as minimal.

STORAGE ALCOVE

90 chairs, of metal, plastic and fabric construction, along with 12 large tables and 5 small ones, also mainly metal but with formica type tops, are kept in the alcove.

Electric lighting and associated cable/switches is the only source of ignition.

Risk is assessed as minimal

STAGE STORE ROOM

Items of various types (some flammable, others not) are kept for use by both the Pre-School and other hall hirers both open in the room and contained in locked wooden cabinets but nothing is connected to a power source.

Lighting and associated cable/switches is the only source of ignition.

Risk is assessed as minimal.

BACK MEETING ROOM

As stated earlier, this is one half of the larger back-of-stage room and normally segregated from the storage area by folding doors. The room contains two small tables and eight chairs similar to those stored in the hall alcove, but also an electric oil filled radiator heater (normally on a timer) from which there is a potential for fault and subsequent ignition source.

There is an electric boiler providing hot water for the adjacent children's toilet.

Lighting and associated controls/wiring along with the electric heater and boiler are the potential sources of fire.

Mitigation is provided by a water based fire extinguisher, discrete smoke alarm (not linked to the wireless types elsewhere), and emergency exit via a door leading direct to the outside fire escape route. The radiator is surrounded by a metal guard.

Risk is assessed as minimal.

CHILDREN'S TOILET

A small room containing a toilet and small hand basin with little flammable material, accessed through a door from the small passage leading from the side of the stage. It is only used by the Pre-School children and is kept locked when staff is not present.

The only source of ignition are the electric switch/cabling and a light bulb.

There is no mitigation applicable to this room.

Risk is miniscule.

GENTLEMEN'S TOILET

Accessed through a door leading from the entrance hall, and contains a separate toilet cubicle that also contains the water meter. Minimal flammable material in the cubicle.

The toilet room includes a wash basin and two small cupboards. One contains cleaning equipment (brushes etc.) and the other the gas and electric meters. In the latter are also kept decorating materials, spare keys, extension electric cables some of which are flammable.

The only source of ignition is the electric switch/cabling and light bulbs along with the utility meters.

Risk is minimal

LADIES TOILET

Accessed through a door leading from the entrance hall passage and contains a separate toilet cubicle. Also in the main room are wash basins, a metal storage cupboard containing some flammable cleaning items as well as consumables that is kept locked, along with a gas boiler for the central heating system.

The room is utilised as a cloakroom, and therefore often contains clothing and children's buggies.

Mitigation is limited to ensuring flammable material is as little as possible, bearing in mind the practical usage of the room.

Potential ignition sources are the lights and the gas boiler.

Risk assessed as very low

ENTRANCE HALL

An L shaped area from which doors lead to two toilets, the kitchen and the main hall.

The area contains two fire extinguishers (one foam and the other CO₂), a water filled central heating radiator, some notice boards and a wireless smoke alarm (linked to the adjacent property).

The only source of ignition are the electric switch/cabling and a light bulb.

Mitigation encompasses the relatively high source of flammable material allied to the fire extinguishers and smoke detector, but ensuring the leaflets/papers on the notice boards are kept to a minimum consistent with their use.

Risk is minimal

KITCHEN

Accessed via a door leading from the entrance hall, but contains a window overlooking the outside patio that could in extremis be used to escape, but at the opposite end of the room from the main entrance door there is another door leading to the patio area.

There are some flammable materials associated with normal kitchen use. Tea towels, kitchen roll etc.

The room contains a number of potential sources of ignition:-

Refrigerator

Microwave oven

Electric oven

4 Ring Gas Hob

Cooker Hood/extractor fan

Electric fan heater

Electric Water boiler (permanently switched on).

Mitigation consists of a fire blanket located adjacent to the gas hob, and immediately outside the entrance door a CO₂ fire extinguisher. Most items of kitchen equipment and consumables are kept in drawers and cupboards (some locked) but there are invariably a small number of potentially flammable materials as can be expected in general use. Egress is provided in three possible ways.

Risk is low, but is the highest assessment in the premises.

OUTSIDE STORAGE

Two locked wooden sheds - one owned by the Pre-School and the other by the Greenwood Centre jointly with another organisation - contain a number of flammable items .

There is no power source to either facility and no internal possibility of ignition. The only method of fire risk is from an external source and this would not be likely as access is restricted although arson has to be considered as a potential.

No mitigation is considered.

Risk is almost non-existent.

ADJACENT PROPERTY

The adjacent semi-detached property is a residential one and offers the same risk as one would evaluate for such use of a building. A small first floor area of the next door house overlays an area of the Greenwood Centre and therefore has to be included in a risk assessment, although we have no way of knowing what this risk is.

Mitigation is provided by means of a wireless linked fire alarm provided, installed, and regularly checked by the Centre. They were installed in March 2017 with a 10 year battery life/warranty.

Risk is assessed as low on the basis that we have no formal assessment of our neighbours use of the relevant room/area.

GENERAL

Smoking is prohibited throughout the building, on the external patio, and in the escape route around the back of the building/adjacent old toilet block.

Emergency lighting is provided appropriately in case of power failure during the hours of darkness.

The emergency access route around the back of the buildings is lit by means of a PIR movement sensor along its length and although there is no emergency backup for these in the event of a power failure, the ambient lighting from the adjacent road and houses is considered as sufficient to cover this extremely unlikely event.

The main smoke alarm is of a wireless type and is linked to an identical facility installed in the adjacent property, such that both will activate in the event of either being triggered. This is considered as an appropriate mitigation to a potential problem of ingress of a fire from the other half of the semi-detached building next door where it overlays areas of the hall building.

With the exception of the toilets where each has only one door for access/egress, every room used by hirers rather than as a store room, has two access/exits suitable for emergency evacuation use.

All emergency exits have correctly designed and coloured signs with instructions, whilst fire extinguishers are labelled with appropriate indications of their type and correct usage. All are readily apparent even if no briefing from the hall hirer has not been given, and as the premises are very small it would be obvious to anyone needing to evacuate in a hurry – again an unlikely event – where the best/nearest exit is.

Gas and electric equipment, along with fire extinguishers are checked/serviced annually to ensure safety and currency in accordance with legislative requirements.

No Greenwood Centre Charity staff or anyone other than hirers are located/work in the property, thus negating the need for identifying an individual to carry out tasks as part of an emergency plan and in the case of the Community Centre it is limited to a simple fire action plan.

There are no dangerous substances kept in the building, and no special arrangements are necessary should a fire be discovered than would be taken in any normal circumstances. There is no telephone installed in the premises and calling the fire brigade using the 999 system is the only outside action required, using any source of phone facility available..

There are no specific provisions for disabled individuals. Due to the lack of disabled toilets, it is assumed that anyone using the premises will be capable of exiting unaided. The only person at risk will therefore be hirers or a cleaning company employed by the Trust.

The potential spread of any fire by the three methods is generally irrelevant in a single storey building of this type, except that there is a risk attached from the adjacent house. This is mitigated by the joint smoke alarms and is also seen as providing mitigation of our risk to the other property when spread could be relevant.

A plan of the Community Centre and its associated facilities is provided as an Annexe to this assessment and also given to hirers as part of the instructions for use of the hall.

OVERALL ASSESSMENT

With the exception of the kitchen area where few people actually use any of the cooking facilities when risk would be at its highest, it is less of a danger than an ordinary house as warnings, fire extinguishers, and emergency exit points are far above what could be expected in domestic premises, the overall risk is minimal – and experience of incidences in the past bears this out.

However, this does not mean we are. Although there is no formal evacuation procedure, nor are any practice evacuations instigated by the Hall Trustees, the hirers are left to decide on their own actions and Hirer Instructions require the person in charge to advise guests/users of the available facilities in the event of an emergency. It is known that the Pre-School (the main user) operates in this way.

This assessment therefore means that the above Risk potential is adequately covering the Legislative Requirements by means of a clear, prescriptive, and simple set of mitigation aspects to ensure the safety of users from any fire risk.

R M Trott

Chairman of the Trustees

May 2018



Website: www.GSGVillageSociety.weebly.com

PRIVACY POLICY

Updated: 15 May 2018

Introduction

- 1.1 We are committed to safeguarding the privacy of our Associate Members ("**members**").
- 1.2 This policy applies where we are acting as a data controller with respect to the personal data of our Associate Members; in other words, where we determine the purposes and means of the processing of that personal data.
- 1.3 In this policy, "we", "us" and "our" refer to Green Street Green Association. [For more information about us, see Section 13.]

2. Credit

- 2.1 This document was created using a template from SEQ Legal (<https://seqlegal.com>).

3. How we use your personal data

- 3.1 In this Section 3 we have set out:
 - (a) the general categories of personal data that we may process;
 - (b) the purposes for which we may process personal data; and
 - (c) the legal bases of the processing.
- 3.2 We may process your account data. The account data may include your name, address, telephone numbers and email address. The source of the account data is you. The account data may be processed for the purposes of maintaining back-ups of our database and communicating with you. The legal basis for this processing is to be able to contact our members about local issues and record their annual subscriptions.
- 3.3 We may process information that you post for publication on our website ("**publication data**"). The publication data may be processed for the purposes of enabling such publication and administering our website and services. The legal basis for this processing is consent.

- 3.4 We may process information contained in any enquiry you submit to us ("**enquiry data**"). The enquiry data may be processed for the purposes of responding to you. The legal basis for this processing is consent.
- 3.5 We may process information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters ("**notification data**"). The notification data may be processed for the purposes of sending you the relevant notifications and/or newsletters. The legal basis for this processing is consent.
- 3.6 We may process information contained in or relating to any communication that you send to us ("**correspondence data**"). The correspondence data may include the communication content and metadata associated with the communication. Our website will generate the metadata associated with communications made using the website contact forms. The correspondence data may be processed for the purposes of communicating with you and record-keeping. The legal basis for this processing is the proper administration of our website.
- 3.7 We may process any of your personal data identified in this policy where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.
- 3.8 We may process any of your personal data identified in this policy where necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice. The legal basis for this processing is our legitimate interests, namely the proper protection of our organisation against risks.
- 3.9 In addition to the specific purposes for which we may process your personal data set out in this Section 3, we may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.
- 3.10 Please do not supply any other person's personal data to us.

4. Providing your personal data to others

- 4.1 We will not disclose your personal data to any other parties, either within or outside the United Kingdom.
- 4.6 However, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. We may also disclose your personal data where such disclosure is necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

5. Retaining and deleting personal data

- 5.1 This Section 5 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
- 5.2 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 5.3 We will retain your personal data as follows:
 - (a) your name, address and any other contact details will be retained for a minimum period of two years following your membership commencement, until two years after your membership has ceased or you indicate your wish to be removed from the database.
- 5.4 Notwithstanding the other provisions of this Section 5, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

6. Amendments

- 6.1 We may update this policy from time to time by publishing a new version on our website.
- 6.2 You should check this page occasionally to ensure you are happy with any changes to this policy.
- 6.3 We may notify you of significant changes to this policy by email.

7. Your rights

- 7.1 In this Section 7, we have summarised the rights that you have under data protection law. Some of the rights are complex, and not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.
- 7.2 Your principal rights under data protection law are:
 - (a) the right to access;
 - (b) the right to rectification;
 - (c) the right to erasure;
 - (d) the right to restrict processing;
 - (e) the right to object to processing;
 - (f) the right to data portability;
 - (g) the right to complain to a supervisory authority; and
 - (h) the right to withdraw consent.

- 7.3 You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data free of charge.
- 7.4 You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.
- 7.5 In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed; you withdraw consent to consent-based processing; you object to the processing under certain rules of applicable data protection law; and the personal data have been unlawfully processed. However, there are exclusions of the right to erasure. The general exclusions include where processing is necessary: for exercising the right of freedom of expression and information; for compliance with a legal obligation; or for the establishment, exercise or defence of legal claims.
- 7.6 In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.
- 7.7 You have the right to object to our processing of your personal data on grounds relating to your particular situation, but only to the extent that the legal basis for the processing is that the processing is necessary for: the performance of a task carried out in the public interest or in the exercise of any official authority vested in us; or the purposes of the legitimate interests pursued by us or by a third party. If you make such an objection, we will cease to process the personal information unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.
- 7.8 To the extent that the legal basis for our processing of your personal data is:
- (a) consent; or
 - (b) that the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract,

and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

- 7.9 If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection.
- 7.10 To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.
- 7.11 You may exercise any of your rights in relation to your personal data by letter or email.

8. About cookies

- 8.1 We do not use cookies.

9. Our details

- 9.1 This website is owned and operated by Green Street Green Association.
- 9.2 We are a registered charity in England (Charity No.1172661) and our registered office is at 4 High Street, Green Street Green, Orpington BR6 6BQ.
- 9.3 You can contact us:
 - (a) by post, to the postal address given above;
 - (b) using our website contact form;
 - (c) by telephone, on one of the contact numbers published on our website;
 - (d) by email, using the email address published on our website.

The Greenwood Centre

General Risk Assessment

The Greenwood Centre is the Village Hall of the Green Street Green Association, located at number 4 High Street Green Street Green, Orpington BR6 6BQ. It is a semi-detached building with all rooms on the ground floor, with the other half being a residential property that has a room above some sections of the hall areas, together with some wooden sheds also used for storage at the rear of the building accessed via a small patio just beyond the rear emergency exit from the main hall. On the other side of the property is a disused public toilet block, around which there is a fire escape route from the hall leading to the public road/pavement via a number of bolted or latched gates that can be immediately opened to exit but not enter from the public side.

It consists of a Main Hall that has a small stage, closed storage room from the hall, an open storage area as an annexe where tables and chairs are kept. Under the stage items can also be stored, along with another area in the roof space. From the stage there is access via a door into a separate room, also accessible via another door leading from a small passageway located at the opposite side of the stage. The room is subdivided by a removable partition – one half being used as a storage area, and the other half as a meeting room.

The main hall is reached via the front door and reception area and further double doors, whilst to the other side are doors to gents and ladies toilets and a kitchen. From the kitchen as well as the main hall there are doors leading to a small patio area from which a gate gives access to the wooden sheds and fire escape route. There is a small children's toilet specifically installed by and for the Pre-School.

MAIN HALL:-

The stage is wooden, and has flammable curtains. Some items are stored on the stage belonging to the Pre-School. There is a wooden storage cabinet containing electrical equipment (not connected to the mains), numerous mains power sockets along with switches and lights along the ceiling. There is one electric oil filled radiator surrounded by a metal guard, and a mains powered central heating fan on one wall. Flammable items are sometimes stored in the roof void as well as under the stage, but where possible flammable things are kept in the sheds at the rear of the property so long as they are not subject to possible damage from damp.

At one side of the stage is a locked metal cabinet containing items belonging to the Pre-School, and alongside is a locked wooden cabinet containing electrical items for sound amplification. There are no electrical connections to either facility but on the adjacent wall is the main electric consumer unit. This is a modern Circuit Breaker type facility, and was installed when the hall was rewired a few years ago. At the other side are some items of general use, these are potentially flammable, but have no inherent individual risk to the general assessment as they can be considered as part of the wooden stage.

At the opposite end of the hall are some Pre-School drawings and teaching aids attached to wall boards. Above these, but out of reach without a ladder is an electric extractor fan and a power source used for external lights at Christmas.

There are always some flammable materials in the main hall.

STORAGE ROOM

The Pre-School has exclusive use of the store and it is kept locked unless access is required by them. Flammable items are kept in the room, but the only source of ignition is from electrical switches and wiring.

STORAGE ALCOVE

90 chairs, of metal, plastic and fabric construction, along with 12 large tables and 5 small ones, also mainly metal but with formica type tops, are kept in the alcove.

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STAGE STORE ROOM

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Lighting and associated cable/switches is the only source of ignition

BACK MEETING ROOM

As stated earlier, this is one half of the larger back-of-stage room and normally segregated from the storage area by folding doors. The room contains two small tables and eight chairs similar to those stored in the hall alcove, but also an electric oil filled radiator heater (normally on a timer) from which there is a potential for fault and subsequent ignition source.

There is an electric boiler providing hot water for the adjacent children's toilet.

CHILDREN'S TOILET

A small room containing a toilet and small hand basin with little flammable material, accessed through a door from the small passage leading from the side of the stage. It is only used by the Pre-School children and is kept locked when staff is not present.

The only source of ignition are the electric switch/cabling and a light bulb.

GENTLEMEN'S TOILET

Accessed through a door leading from the entrance hall, and contains a separate toilet cubicle that also contains the water meter. Minimal flammable material in the cubicle.

The toilet room includes a wash basin and two small cupboards. One contains cleaning equipment (brushes etc.) and the other the gas and electric meters. In the latter are also kept decorating materials, spare keys, extension electric cables some of which are flammable.

The only source of ignition is the electric switch/cabling and light bulbs along with the utility meters.

LADIES TOILET

Accessed through a door leading from the entrance hall passage and contains a separate toilet cubicle. Also in the main room are wash basins, a metal storage cupboard containing some flammable cleaning items as well as consumables that is kept locked, along with a gas boiler for the central heating system.

The room is utilised as a cloakroom, and therefore often contains clothing and children's buggies.

ENTRANCE HALL

An L shaped area from which doors lead to two toilets, the kitchen and the main hall.

The area contains two fire extinguishers (one foam and the other CO₂), a water filled central heating radiator, some notice boards and a wireless smoke alarm (linked to the adjacent property).

The only source of ignition are the electric switch/cabling and a light bulb.

Accessed via a door leading from the entrance hall, but contains a window overlooking the outside patio that could in extremis be used to escape, but at the opposite end of the room from the main entrance door there is another door leading to the patio area.

There are some flammable materials associated with normal kitchen use. Tea towels, kitchen roll etc.

The room contains a number of potential sources of ignition:-

Refrigerator

Microwave oven

Electric oven

4 Ring Gas Hob

Cooker Hood/extractor fan

Electric fan heater

Electric Water boiler (permanently switched on).

OUTSIDE STORAGE

Two locked wooden sheds - one owned by the Pre-School and the other by the Greenwood Centre jointly with another organisation - contain a number of flammable items .

There is no power source to either facility and no internal possibility of ignition. The only method of fire risk is from an external source and this would not be likely as access is restricted although arson has to be considered as a potential.

ADJACENT PROPERTY

The adjacent semi-detached property is a residential one and offers the same risk as one would evaluate for such use of a building. A small first floor area of the next door house overlays an area of the Greenwood Centre and therefore has to be included in a risk assessment, although we have no way of knowing what this risk is.

GENERAL

Smoking is prohibited throughout the building, on the external patio, and in the escape route around the back of the building/adjacent old toilet block.

Emergency lighting is provided appropriately in case of power failure during the hours of darkness.

The emergency access route around the back of the buildings is lit by means of a PIR movement sensor along its length and although there is no emergency backup for these in the event of a power failure, the ambient lighting from the adjacent road and houses is considered as sufficient to cover this extremely unlikely event.

OVERALL COMMENTS

When taken in conjunction with the Fire Risk Assessment, The Health & Safety Policy, Accident Procedure and the Crofton Schools in-house documentation, it would seem that every eventuality of potential note has been covered.

BOB TROTT
June 2018



Website: www.GSGVillageSociety.weebly.com

HEALTH & SAFETY POLICY

Part 1 - General Statement of Policy

Our policy is to:

- (a) provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- (b) keep the village hall and equipment in a safe condition for all users.
- (c) provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of the Green Street Green Association Trustees to comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Trustees consider the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Trustees recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, the Trustees will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out in the Hiring Agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Part 2: Organisation of Health and Safety

The Trustees have overall responsibility for health and safety at the Greenwood Community Centre and take day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees in keeping the premises safe and healthy. It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Caretaker or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged or otherwise faulty, a notice should be placed on it warning that it is not to be used and the Caretaker or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box: Caretaker
Reporting of Accidents: Hall Booking Secretary
Fire precautions and checks: Caretaker
Risk Assessment and Inspections: Caretaker
Information to hirers: Hall Booking Secretary
Insurance: Treasurer

Part 3: Arrangements and Procedures

3.1. Fire Precautions and Checks

The Trustees have completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Person with responsibility for testing equipment and keeping log book: Caretaker
Local Fire Brigade Contact (non-emergency): Tel No. 020 8555 1200 (Mon-Fri 8:30am-5pm)
Location of service record: On each appliance

Checking of Equipment, Fittings and Services:

Weekly: Door mats and stops, clocks, toilets, water heaters, stage, accident book, fridge, cooker, outside lights, emergency lighting, fire doors, all lights, torch, water boiler and fire alarm.

Monthly: First Aid Box, ladders and steps, locks and sockets

Half Yearly: Diffusers, window cleaning, outside gutters

Yearly: Fire extinguishers, electrical certificate, gas boiler

3.2. Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed.

A Risk Assessment is carried out monthly and any risks reported to the Trustees.

3.3. Contractors

The Trustees will check with contractors (including self employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the Trustees
- The contractors are competent to carry out the work (eg have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg electricity cables or gas pipes)
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- Contractors have their own health and safety policy for their staff
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations or the Institute of Electrical Engineers Code of Practice

3.4. Insurance

Company providing the hall's Employer's Liability and Public Liability insurance cover: Aon

Date of renewal: 14 July 2018

3.5. Security

An assessment for security has been carried out on the site by the Caretaker.

This policy shall be reviewed regularly and amended as necessary.

Date:

Signed:
Chairman of Trustees of the Green Street Green Association

Reviewed June 2018
Next Review March 2019



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PROCUREMENT POLICY

Updated: 27 May 2018

1. Introduction

- 1.1 We are committed to ensuring transparency and fairness in awarding any contracts for work relating to the Association
- 1.2 This policy applies in all cases where expenditure involved is £250 or more
- 1.3 Awarding any contract should take into consideration the cost, the reputation of contractors, their reliability and known examples of their work. Contracts under £250 may be awarded on this basis without multiple quotes being obtained.

2. Requirements

- 2.1 For any expenditure involving £250 or more, at least three estimates should be obtained
- 2.2 Contractors should preferably be local businesses and be selected on the basis of their experience in carrying out the specific work required and their reputation regarding quality of work and reliability
- 2.3 All contractors asked to supply estimates must be provided with exactly the same schedule of the work required
- 2.4 In the event of an emergency requiring immediate attention, a previously awarded contractor may be used without obtaining other estimates

3. Decisions

- 3.1 All quotes should be emailed to all Trustees at the earliest opportunity
- 3.2 All the estimates should be fairly considered, anonymously if possible, preferably at a Trustee meeting
- 3.3 In the event of a convenient date for all Trustees not being possible within a reasonable time, the decision can be made by email
- 3.4 The preferred contractor will be decided by a majority of the Trustees. In the event of there being no majority for a particular contractor, the Chair has a casting vote



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RESERVE FUND POLICY

The Trustees have a responsibility to ensure robust financial strategies are in place.

The Greenwood Centre is an asset of the charity. Funds to cover the cost of maintaining it for two years should be retained in a Reserve Fund, to cover loss of income in the event of regular hirers failing to pay rents or ceasing their activities at the hall.

The amount to be retained in the Reserve Fund will be £30,000, to be reviewed annually. The Trustees aim to achieve this figure by April 2021.



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SAFEGUARDING POLICY

Details of Premises and staffing

The Greenwood Centre, 4 High Street, Green Street Green BR6 6BQ, is owned and maintained by the Green Street Green Association (CIO). A pre-school uses the premises from 8am-5pm during school term times and various other hirers have clubs and activities at other times. At weekends, the hall is also available for parties. There is a part-time centre manager who manages day-to-day maintenance and issues arising. All organisations regularly using the premises are expected to follow this safeguarding policy to ensure all children and vulnerable adults are protected at all times whilst on the premises.

All Green Street Green Association Trustees, Committee members, staff and volunteers have a duty to safeguard vulnerable users of the hall and its premises (see above definition) and those who may come into contact with vulnerable users. They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Principles

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children will not be permitted or tolerated.

Policy Statement

1. No member of the trustees, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure (see box below) and introductory Safeguarding training.
2. All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.
3. All staff and volunteers need to be aware of this policy, child protection and vulnerable adult issues, and should be offered introductory training. A copy of the appendices will be provided to all who request it.

4. There will be a nominated and named Safeguarding Trustee to whom any suspicions or concerns should be reported. This person is Margot Rohan until 31 March 2021.
5. The Trustees will endeavour to keep the premises safe for use by children and vulnerable adults. The Board of Trustees recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults.
6. Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required (see table below) should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.
7. No gambling or entertainment of an adult or sexual nature is permitted on the premises.
8. These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

Safe Recruitment

All trustees and staff working directly for the Green Street Green Association must:

- complete an application form which shows their employment history.
- provide at least two references.
- if working directly with children or young people or vulnerable adults, provide one of the references from someone who has supervised them working with children, young people or vulnerable adults before.
- if working directly with children or young people or vulnerable adults, be checked under the Disclosure and Barring Service and a copy of the DBS disclosure form kept on the secretary's file.

Any volunteers working for the Village Society Committee and having unsupervised access to vulnerable users (eg running children's entertainment) may also be required to go through these procedures.

Reporting Incidents

The nominated Safeguarding Trustee 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 Trustee 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 nominated person should:

- 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 an environment in which staff have the opportunity to raise any child protection or vulnerable adult protection concerns.

Ofsted Requirements

If you work as a childminder, or provide day care for children under 8 years old for more than two hours each day, you must register with Ofsted and be inspected regularly. Nursery education settings which are on their local authority's directory to provide free places for three to four year olds must also be inspected regularly by Ofsted. (www.ofsted.gov.uk) These requirements cover playgroups, nurseries, after school clubs and holiday clubs, amongst others.

Useful Procedures

1. All trustees, volunteers and staff will be given information about child protection and should attend introductory level Child Protection training and Protection of Vulnerable Adults training where possible.
2. An annual review will take place following the AGM to allow for any required update of policies and or procedures. New trustees, volunteers and staff must be given an induction to this policy and understand their responsibilities.
3. A copy of the policy will be displayed for the attention of all in the Greenwood Centre and made available on request to hirers.
4. Organisations hiring the hall for activities for children will be asked to show their Child Protection policy before the first booking commences. Individuals hiring the hall for activities for children will be made aware of this policy. Organisations hiring the hall for activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring the hall whose activities may involve children or vulnerable adults will be made aware of this policy.
5. The Trustees will require hirers to report any damage, breakages or safety issues needing attention to the Centre Manager who will inform the appropriate people. 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 repair where appropriate.
6. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.
7. If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.

Guide to Appendices

Appendix A – Forms and signs of abuse (children)

This appendix gives guidance on how to recognise the signs of abuse in children. If you are not in regular contact with children or young people some of these signs will be harder to detect. This guidance will probably be most useful as a reminder for those who have had some basic or introductory child protection training.

Appendix B – Forms and signs of abuse (vulnerable adults)

Appendix C - Guidelines for dealing with abuse or signs or abuse

This gives a list of dos and don'ts on what to do if someone reports, or you suspect, abuse towards a child.

Appendix D – Procedure in diagrammatic form

Appendix E – Reporting Abuse Form

Appendix A

Forms and signs of abuse

Ways to recognise child abuse and neglect¹

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to, a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse can be caused through omission or the failure to act to protect.

Visible Signs:

- Injuries to any part of the body
- Children who find it painful to walk, sit down, move their jaws or are in some other kind of pain
- Injuries which are not typical of the bumps and scrapes associated with children's activities
- The regular occurrence of unexplained injuries
- The child who is frequently injured, where even apparently reasonable explanations are given

Behavioural Signs:

- Furtive, secretive behaviour
- Uncharacteristic aggression or withdrawn behaviour
- Compulsive eating or sudden loss of appetite
- The child who suddenly becomes ill co-ordinated
- The child who finds it difficult to stay awake
- The child who is repeatedly absent

What to listen for:

- Listen for confused or conflicting explanations of how the injuries were sustained
- Evaluate carefully what is said and preferably document it ad verbatim
- Consider if the explanation is in keeping with the nature, age and site of injury

Consider:

- What do you know about the family?
- Is there a history of known or suspected abuse?
- Has the family been under stress recently?
- Do you have concerns about the family?

Emotional abuse: Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. The recognition of emotional abuse is based on observations over time of the quality of relationships between parent/carer and the child.

¹ Taken from *Recognising Child Abuse: a handbook for those who have the care of children and young people*.

Watch for parent/carer behaviours

- Poor attachment relationship with the child
- Unresponsive or neglectful behaviour towards child's emotional or psychological needs
- Persistent negative comments about the child
- Inappropriate or inconsistent developmental expectations of the child
- Parental problems that supercede the needs of the child
- Dysfunctional family relationships including domestic violence

Watch for child behaviours:

- Emotional indicators such as low self-esteem, unhappiness, fear, distress, anxiety
- Behavioural indicators such as attention seeking, being withdrawn, insecurity
- Physical indicators such as failure to thrive/faltering growth, delay in achieving developmental, cognitive or educational milestones

Sexual abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

There may be no recognisable signs of sexual abuse but the following indicators may be signs that a child is or has been sexually abused:

Physical signs

- Signs of blood or other discharge on the child's under clothes
- Awkwardness in walking or sitting down
- Tummy pains
- Regression into enuresis (bed or clothes wetting)
- Tiredness

Behavioural signs:

- Extreme variations in behaviour (e.g., anxiety, aggression, or withdrawal)
- Sexually provocative or inappropriate behaviour, or knowledge that is incompatible with the child's age and understanding
- Drawings and/or written work which are sexually explicit (indirect disclosure)
- Direct disclosure; It is important to recognise that children have neither the experience nor the understanding to be able to make up stories about sexual assault.

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Indicators of neglect are recognisable in the child, in the parent/carers' behaviours and within the home environment.

Physical signs

- Abnormal growth including failure to thrive
- Being underweight or obesity
- Recurrent infection
- Unkempt dirty appearance
- Smelliness
- Inadequate/unwashed clothes
- Hunger
- Listlessness

Behavioural signs:

- Attachment disorders
- Indiscriminate friendliness
- Poor social relationships
- Poor concentration
- Developmental delays
- Low self-esteem

Environmental signs:

- Insufficient food, heating and ventilation in the home
- Risk from animals in the household
- Inappropriate sleeping arrangements and inadequate bedding
- Dangerous or hazardous environment

Appendix B:

Categories and predisposing factors of adult abuse²

Predisposing factors: Some examples of factors which may place people at risk of abuse are listed below. Adult abuse often occurs when a vulnerable adult is faced with a set of circumstances where there is potential for harm. The presence of one, or more, of these factors does not automatically imply that abuse will follow, but may increase the likelihood:

The Individual:

- Poor communication or communication difficulties
- History of falls and/or minor injuries
- Physical and/or emotional dependence on others
- Mental health needs, especially moderate or severe dementia
- Rejection of help
- Aggression
- Self-injurious behaviour
- History of repeatedly making allegations of abuse
- High level dependency on others to meet their care needs
- Substance misuse
- Previous history of violent relationships within the family or social networks

The Environment:

- Overcrowding
- Poor or insecure living conditions
- Geographical isolation
- Poor management and/or high staff turnover

Relationships (in particular with carers):

- Unequal power relationships
- Increased dependency of the vulnerable adult
- Multiple dependency within the family or social networks
- Multigenerational family structure where conflicts of personal interests and loyalties may exist
- Role reversal or significant change in the relationship between the vulnerable adult and carer
- History of abuse within the family
- Significant levels of stress on the carer
- Isolation of the carer, due to the demands of caring, leading to a lack of practical and emotional support
- Lack of understanding about the vulnerable adult's condition, resulting in inappropriate care
- Dependency on the vulnerable adult
- Difficult or challenging behaviour by the vulnerable adult which the carer finds intolerable or stressful
- History of the carer being abused or being a perpetrator
- The carer feels exploited, resentful, angry or guilty
- Financial difficulties
- Illness or disability of the carer
- Significant and long-term stress of the carer

² Adapted from East Sussex Brighton and Hove Multi-Agency Policy and Procedures for the Protection of Vulnerable Adults 2000

Discriminatory abuse: Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals. It is the exploitation of a person's vulnerability, resulting in repeated or pervasive treatment of an individual, which excludes them from opportunities in society, for example, education, health, justice, civic status and protection. It includes discrimination on the basis of race, gender, age, sexuality, disability or religion.

Potential indicators:

- Lack of respect shown to an individual
- Signs of a sub-standard service offered to an individual
- Repeated exclusion from rights afforded to citizens such as health, education, employment, criminal justice and civic status

Physical abuse: The non-accidental infliction of physical force that results in bodily injury, pain, or impairment. Examples include the inappropriate application of treatments, involuntary isolation or confinement, misuse of medication.

Potential indicators:

- Any injury not fully explained by the history given
- Injuries inconsistent with the lifestyle of the vulnerable adult
- Bruises and/or welts on face, lips, mouth, torso, arms, back, buttocks, thighs
- Clusters of injuries forming regular patterns or reflecting the shape of an object
- Burns, especially on the soles, palms or back; immersion in hot water, friction burns, rope or electrical appliance burns
- Multiple fractures
- Lacerations or abrasions to mouth, lips, gums, eyes, external genitalia
- Marks on body, including slap marks, finger marks
- Injuries at different stages of healing
- Medication misuse

Sexual abuse: Direct or indirect involvement in sexual activity without consent.

Consent to a particular activity may not be given because:

- A person has capacity but does not want to give consent
- A person lacks capacity and is therefore unable to give consent
- A person feels coerced into activity because the other person is in a position of trust, power, or authority

Potential indicators:

- Significant change in sexual behaviour or attitude
- Pregnancy in a woman who is unable to consent to sexual intercourse
- Wetting or soiling
- Poor concentration
- Vulnerable adult appears withdrawn, depressed or stressed
- Unusual difficulty in walking or sitting
- Torn, stained or bloody underclothing
- Bruises, bleeding, pain or itching in genital area
- Sexually transmitted diseases, urinary tract or vaginal infection, love bites
- Bruising to thighs or upper arms

Psychological abuse: The use of threats, humiliation, bullying, swearing and other verbal conduct, or any other form of mental cruelty, that results in mental or physical distress. It includes the denial of basic human and civil rights, such as choice, self-expression, privacy and dignity.

Potential indicators:

- Change in appetite
- Low self-esteem, deference, passivity, and resignation
- Unexplained fear, defensiveness, ambivalence
- Emotional withdrawal
- Sleep disturbance

Financial abuse: The unauthorised and improper use of funds, property, or any resources belonging to an individual. Examples include forcing changes to a will, preventing access to money, property, possessions or inheritance, and theft.

Potential indicators:

- Unexplained sudden inability to pay bills or maintain lifestyle
- Unusual or inappropriate bank account activity
- Power of attorney or enduring power of attorney obtained when vulnerable adult is unable to comprehend and give consent
- Withholding money
- Recent change of deeds or title of property
- Unusual interest shown by family or others in the vulnerable adult's assets
- Person managing financial affairs is evasive or uncooperative

Neglect and Acts of Omission: The repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or others.

Potential indicators:

- Poor physical condition, e.g. bed sores, unwashed, ulcers
- Clothing in poor condition, e.g. unclean, wet, ragged
- Inadequate physical environment
- Inadequate diet
- Untreated injuries or medical problems
- Inconsistent or reluctant contact with health or social care agencies
- Failure to engage in social interaction
- Malnutrition when not living alone
- Inadequate heating
- Failure to give prescribed medication
- Poor personal hygiene

Institutional Abuse: When rules and regimes of the home are seen as more important than the individual needs of the people who live in the home.

- Poor standards
- Inflexible regimes
- Lack of personal choice for food, bed and meal times, etc.

Appendix C

Guidelines for responding to abuse or Suspicion of abuse:

DO

Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.

Do tell the child they are right to tell you.

Do reassure them that they are not to blame.

Do be honest about your own position, who you have to tell and why.

Do tell the child what you are doing and when, and keep them up to date with what is happening.

Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.

Do write down everything said and what was done (see notes on recording).

Do seek medical attention if necessary.

Do inform parents/carers unless there is suspicion of their involvement.

DON'T

Don't make promises you can't keep.

Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this.

Don't cast doubt on what the child has told you, don't interrupt or change the subject.

Don't say anything that makes the child feel responsible for the abuse.

Don't Do Nothing – make sure you tell your nominated child protection person immediately – they will know how to follow this up and where to go for further advice.

Appendix D

Procedure in diagrammatic form



