

Carperby Village Institute Guidelines for Working with Children

The Village Institute is designated for the whole community, and we are delighted that there are an increasing number of activities for children being held in the hall. We are committed to supporting children's activities, and we hope these guidelines will be helpful in planning your event.

We ask that all our users read the Terms and Conditions of use for the hall, available on the booking site under 'documents'. Here, you will also find our Safeguarding policy. The salient points are:

The User shall, during the period of use be responsible for:

- The supervision of the premises, the fabric and the contents; their care, safety from damage.
- For the reasonable behaviour of the users of the Institute and its surroundings.
- Any damage which occurs.

Health and Safety:

- Children are not allowed in the kitchen.
- Children's parties or events for under 18s must be supervised with an appropriate ratio of adults to children/young people.
- Bouncy castles (inside/outside) are not permitted
- The Snooker Room is not available to unaccompanied children

Safeguarding of Children and Vulnerable People: Hiring of the Hall for groups other than private parties involving children under 8 years of age or, vulnerable adults will only be accepted if the organisation can give evidence of affiliation to an appropriate governing body. Any individual wishing to run classes or events for unaccompanied persons under the age of 16 years, other than a private party, must produce an Enhanced Disclosure and Barring Service (EDBS) certificate before their booking will be accepted. The EDBS certificate number and expiry date will be held by the Booking Secretary for 12 months following the date of the most recent booking.

Guidance for Working with Children

There must be an appropriate ratio of adults to children at all times in the main hall. Where young children need to be accompanied to use the toilets, there will need to be additional adults available.

It is good practice to designate one adult to greet the children at the door to welcome them, and to guide them to an appropriate supervised 'holding' activity until the main activities begin (eg: skills practice, games that will enable them to let off steam in a controlled environment).

Where the main activity does not involve all the children, adults leading side activities can keep the children's focus and energy on something purposeful.

Parents will appreciate it if you take a few moments at the end to bring the children back to a calm space (eg: either in a large or small groups led by an adult, each child to say what they have learned or enjoyed or what they want to improve on). Children must be supervised until they leave the premises.

When planning your activities, please bear in mind that the Village Institute is a multi-use space. Some activities which work well in a sports hall may need to be modified. Specifically, the wooden panelling isn't as robust as the solid wall of a sports hall and should never come into contact with anyone's feet!

If there should be any accidental damage as a result of your booking, please inform the Booking Secretary, Sarah Walker carperbyvi@gmail.com or 07921 489422, so that the Caretakers can take prompt action.

Thank you for using Carperby Village Hall. Please do let us know if there is anything we can help with.