

Child Protection Policy

Castle Acre Village Hall

Policy Statement

Castle Acre Village Hall Management Committee manages the maintenance of the hall and organises fund-raising events for the hall. The hall is available for hire for private and public functions for people of all ages and abilities. Hirers of the village hall may be in contact with children, young people and vulnerable adults. The management committee is committed to practices that protect children from harm. For the purposes of this policy, children are any person under the age of 18 years, or those who are considered vulnerable.

Application

This policy applies to all hirers who in any way deal with or manage activities involving children or vulnerable.

For the purposes of this policy it will also cover anyone who volunteer their services in order to aid the activities of the management committee. A volunteer is any person, not being a committee member who has agreed to take part in, assist in, or direct any event. The policy applies to all hirers of the hall, who on signing the terms and conditions of the hall, agree to be committed to practices that protect children and vulnerable adults from harm. A copy of this statement is issued with the hiring conditions.

This child protection policy applies at all times and is subject to annual review.

Implementation

We will endeavour to safeguard children by:

- Providing guidelines through a code of behaviour for hirers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Ensuring that the Criminal Record Bureau, in accordance with their guidelines, checks all Members with responsibility for children.

- Appointing a designated person to enable any concerns to be reported in accordance with our procedures.
- Responsibility for implementing and reviewing the policy is that of the management committee. Review will be carried out over the following points:
 - The relevancy of the policy to current circumstances.
 - The effectiveness of the policy during the preceding year.
- The need to extend the policy to meet anticipated changes in legislation or village hall activities.

CODE OF BEHAVIOUR

Committee members and Hirers must:

- Respect children's rights to privacy and encourage children and adults to feel comfortable enough to report attitudes or behaviour they do not like.
- Be aware of the procedures for reporting concerns or incidents, and be familiar with the contact details of the designated person.
- Make others aware of any inappropriate affection or attention from a child.
- Report to the designated person any concerns relating to the welfare of a child in their care, be it concerns about actions/behaviours of another member or attendee of an event or concerns based on any conversation with the child; particularly where the child makes an allegation.
- Keep a written record of any injury that occurs, along with the details of any treatment given.

You must not:

- Spend excessive amounts of time alone with children away from others. Meetings with individual children should be avoided or take place within sight of others.
- Make unnecessary physical contact with children.
- Take children alone in a car to, or from, an event. Where this is unavoidable, it should be with the full knowledge and consent of the parents (or guardians) and the Member/Hirer in charge of the event.
- Show favouritism to any one child, or issue/threaten any form of physical punishment.
- Start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should just record the facts and report these to the designated person.
- Make promises to keep any disclosure confidential from relevant authorities.

The following activities should never be sanctioned:

- Rough, physical or sexually provocative games.
- Engaging in any form of inappropriate touching.
- Making sexually suggestive comments to a young person, even in fun.
- Allowing children to use inappropriate language unchallenged.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.