

KIMPTON MEMORIAL HALL

SAFEGUARDING POLICY

Purpose and Scope

The purpose of this policy is to ensure that all users of Kimpton Memorial Hall (irrespective of whether they are individuals or representatives of an organisation) are aware of their responsibilities regarding protecting and safeguarding any children or vulnerable adults who may either visit or participate in any activities held at the hall.

This policy is in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith. All children and vulnerable adults have a right to equal protection from all types of abuse or harm whether physical, verbal, sexual, bullying, exclusion or neglect.

Full compliance with this policy is a condition of any booking or use of the Memorial Hall.

Responsibilities of the Trustees

The Kimpton Memorial Hall Trustees are responsible for the maintenance of the hall and its facilities and will endeavour to keep the premises safe for use.

None of the Trustees, outside contractors, hirers or volunteers will have unsupervised access to children or vulnerable adults unless they have the appropriate clearance such as a DBS (Disclosure & Barring Service) check.

The Trustees will ensure (via the Terms & Conditions of Hire) that hirers/users of the Hall are aware that any safeguarding of children or vulnerable adults is their responsibility.

The Trustees will ensure (via the Terms & Conditions of Hire) that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18 years and that no children may be admitted to films or shows when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises

Responsibilities of Hirers

The Hirer is responsible for ensuring that any activities for children or vulnerable adults comply with relevant legislation and that only fit and proper persons have access to the children/vulnerable adults. This will include, where necessary, ensuring that valid Disclosure and Barring Service (DBS) certificates are in place and the Hirer taking full responsibility for anyone that they may employ, engage, contract or expect to look after or interact with children/vulnerable adults.

It is recognised that some private events may fall outside of specific legislative requirements, but the Hirer will still be expected to ensure that safe processes, overseen by appropriate responsible adults (preferably the parents or nominated guardians of the children and, if applicable, the vulnerable adults concerned) are in place. It is also important to ensure that for all events, whether private or commercial, the level and type of supervision is appropriate to the age group and abilities of the children/vulnerable adults.

All Hirers must ensure that any activity that requires themselves or any person engaged, contracted or invited by them for any purpose, to be either trained or specifically qualified are indeed actually trained and/or qualified, as required.

Hirers need to be aware that they may not have exclusive use of the Hall and that facilities such as the toilets might be shared with other groups and that appropriate supervision / arrangements should be made.

It is the Hirer's responsibility to ensure that the premises and facilities are suitable for the specific needs of or the attendees at any event provided or hosted by them, before the event proceeds. Children are not allowed in the hall unaccompanied. The Hirer is responsible for ensuring that the needs and abilities of individual vulnerable adults are assessed and that any level of supervision or any restriction on their access to any areas is appropriate to ensure their safety.

The Hirer is responsible for ensuring that any items brought into the hall (for example, toys, play equipment or musical instruments) conform to any relevant legislation to ensure that they are safe and fit for purpose. Equally, if any of the assets of the hall, such as crockery or the sound system are used as part of the hire then they must be used in a safe manner to minimise any risks to any users, including children and vulnerable adults.

Hirers must ensure full compliance with all age and vulnerability related legislation. This includes, but is not limited to, legal requirements regarding the sale or provision of alcohol, attendance at the screening of any film with an age classification and age-related restrictions on any form of gambling or sale of goods.

Notification Requirements

Should any user become aware of any potential or actual risk to any user of the hall (including children and/or vulnerable adults) which they cannot immediately safely rectify, then the event in progress must be immediately suspended or terminated until such time as the problem is satisfactorily addressed. Where such a risk is due to any fault with the premises then one of the Kimpton Memorial Hall Trustees must be immediately notified. Emergency contact details are displayed on the noticeboard in the foyer.

The Kimpton Memorial Hall Trustees considers the welfare of children and vulnerable adults to be of paramount importance and therefore in the case of any actual or suspected abuse, of any type, by any person, the police and any other relevant agency must be immediately informed. It will be for these professional agencies to determine the next steps, including the scope and nature of any investigation.

Kimpton Memorial Hall Trustees will fully co-operate in any such investigation, and this will include providing the police with full details of any information provided to them by the Hirer.

Policy Adoption and Review

This policy was formally adopted by Kimpton Memorial Hall Trustees on the 13/09/2018 and will be reviewed on an annual basis.

Definition of terms

Child - Any young person under 18 years of age

Vulnerable Adult – Anyone over the age of 18 years who is or may need community care services by reason of disability, age or illness; and is or may be unable to take care of or protect him or herself against significant harm or exploitation.

Last reviewed: March 2024