

# KIPPEN VILLAGE HALL

Registered Charity No.SCO40993

Fore Road, Kippen, Stirlingshire FK8 3DT

## Kippen Village Hall Safeguarding Policy for Adults and Children

Approved by: Kippen Village Hall Committee on 29/08/2024

Next review: April 2025

### Introduction

This Policy is approved by Kippen Village Hall Committee, who are committed to the safeguarding of vulnerable users of the Kippen Village Hall and its premises and those who may come into contact with vulnerable users at the Hall.

This policy is in place to protect all vulnerable persons regardless of age, gender, ethnicity, disability, sexuality, religion or faith. (See Definitions Appendix 1) This includes procedures for taking appropriate action when there are concerns 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 applies to everyone involved with the Village Hall. This includes committee members, employees, contractors and volunteers, together with individuals, User Groups and other organisations who hire the Hall. Everyone has a duty to do everything reasonable in their power to ensure the safety and welfare of children/vulnerable adults while they are at the Village Hall and to act in accordance with this Policy.

### 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/vulnerable adults will not be permitted or tolerated.
- The Hall Committee 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.
- The responsibility for ensuring the safety of children or vulnerable adults whilst using Kippen Village Hall facilities rests with the individual or organisation hiring them.

## 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/> ).
  - An annual review will take place to allow for any required up-date of policies and or procedures. New committee members, volunteers and staff must be given an induction to this policy and understand their responsibilities.
  - A copy of the policy will be displayed for the attention of all in the village hall and made available on request to hirers.
  - There will be a nominated and named Vulnerable Users representative to whom any suspicions or concerns should be reported. This person is Claire Thomson (contactable on 07796 601197 or by email at [clairethomson10@gmail.com](mailto:clairethomson10@gmail.com))
  - Any organisations hiring Kippen Village Hall facilities for the purposes of holding activities involving children or vulnerable adults are confirming, by signing the terms and conditions of booking, that they have an appropriate safeguarding policy in place. For personal, non-commercial events e.g. birthday parties where the parents of children or other responsible person is present the hirers should themselves be satisfied with safeguarding arrangements for anyone supplying services, for example, entertainment or transport. Individuals hiring a hall for these activities for children/vulnerable adults will be made aware of this policy.
  - The committee will require hirers to report any damage, breakages or safety issues needing attention to a committee member, who will inform the appropriate persons. 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 at Kippen Village Hall Committee 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 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.
- Kippen Village Hall Committee will ensure 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. A hiring agreement that includes appropriate clauses will be entered into for all hiring for licensable activities. Kippen Village Hall Committee will ensure that these provisions are observed when holding any licensable activities itself
- Kippen Village Hall Committee will ensure that hirers are aware that no children may be admitted to any films 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 Kippen Village Hall premises.
  - The supervision of all groups remains the responsibility of the people who hire the Kippen Village Hall

facility and sign the terms and conditions of booking or rental agreement

### **Duty of care and confidentiality**

The Hall Committee have a duty of care and are committed to the protection and safety of everyone who uses the Village Hall, whether adults or children. We also have a duty to safeguard and support our trustees, staff and volunteers. They will maintain confidentiality at all times, except in circumstances where to do so would place someone at risk of harm.

### **Use of information relating to children/vulnerable adults**

Information about children/vulnerable adults, like names and addresses, obtained during activities at the Village Hall will be treated confidentially. It will be kept securely by the activity leader, stored only as long as necessary and disposed of in a way that maintains confidentiality.

Children's names should not be used in photograph captions for publications, websites and social networking sites without the consent of the child (and/or the child's parents, depending on age). Event or activity leaders will take all reasonable steps to ensure that no inappropriate photographs or video recordings are taken at the Village Hall.

### **Reporting Incidents**

The nominated Child Protection and Vulnerable Adult representative, Claire Thomson, 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 nominated person should:

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

## **Appendix 1**

### **1. Definitions**

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment

- preventing impairment of children's health and development
  
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
  
- taking action to enable all children to have the best outcomes. Adult at risk of abuse or neglect For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:
  - has care and support needs
  
  - is experiencing, or is at risk of, abuse or neglect
  
  - as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk