MARTIN VILLAGE HALL SAFEGUARDING POLICY

1. **Statement of Intent**
    1. Martin Village Hall Trustees have a duty to safeguard vulnerable users of the hall and its premises and those who may come into contact with vulnerable users.
    2. 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.
    3. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith. This policy applies to users of the village hall.
2. **Principles**
    1. 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.
    2. The responsibility for ensuring the safety of children or vulnerable adults while at the hall rest with the individual or organisation hiring the hall.
3. **Policy Statement**
    1. No single member of the trustees will have unsupervised access to children or vulnerable adults. There must be a minimum of two responsible adults present at all times.
    2. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.

3. All trustees need to be aware of this policy, child protection, and vulnerable adult issues.
4. There will be a nominated and named Vulnerable Users representative to who any suspicions or concerns should be reported. This person at the time of issuing this policy is Janice Rainforth.
5. The trustees 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 disabled adults.
6. Any organisations or individuals hiring the hall for the purposes of holding activities involving children or vulnerable adults are confirming by signing the terms and conditions of booking that they have appropriate safeguarding policy in place.
7. The Trust 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. The Trust will ensure that hirers are aware that no children may be admitted to 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 the premises.
8. This policy and procedures will be reviewed annually and updated as appropriate in the interim periods.

4. **Useful Procedures**
    1. Policies and or procedures will be regularly reviewed. The date of the next review is at the end of this policy. New trustees must be given a copy of this policy and understand their responsibilities.
    2. A copy of the policy will be displayed for the attention of all in the village hall and made available on request to hirers.
    3. Organisations hiring the hall for activities for children will be asked to confirm that they have suitable Child Protection policies in place 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 confirm that they have a suitable Vulnerable Adults Protection policy before the first booking

commences. Other organisations hiring the hall whose activities may involve vulnerable adults will be made aware of this policy.

4. The committee will require hirers to report any damage, breakages or safety issues needing attention to a committee member, who will inform the appropriate people. Matters will be dealt with as soon as practicable and the committee will prevent access by children and vulnerable adults pending repair where appropriate.
5. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. All work should be undertaken when the hall is not in use, but appropriate supervision will be arranged if it is necessary to carry out work when the hall has been booked.
6. The supervision of all groups remains the responsibility of the people who hire the hall and sign the terms and conditions of booking.

5. Prevent

1. The Counter-Terrorism and Security Act 2015 contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. This is known as the Prevent duty.
2. In March 2015, Parliament approved guidance issued under section 29 of the act about how specified authorities are to comply with the Prevent duty. Specified authorities must have regard to this guidance when complying with the Prevent duty.
3. Whilst Martin Village Hall is not one of the parties listed in Schedule 6 of the Act, the committee members recognise that any concerns regarding any form of extremism or radicalisation should be immediately referred to the Prevent Team at Lincs Police via CTP-EM-Prevent-Referral@lincs.pnn.police.uk

Appendix 1 - Ofsted Requirements

Anyone working as a childminder or providing day care for children under 8 years old for more than two hours each day 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.

Appendix 2 - **Reporting Incidents**

The nominated Child Protection and Vulnerable Adult representative 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 helplines and other sources of help for children and young people and vulnerable adults
- ensure that there is an environment in which staff have the opportunity to raise any child protection or vulnerable adult protection concerns.

Child Protection and Vulnerable Adult representative/s

The nominated Child Protection and Vulnerable Adult representative/s are as follows:

- Janice Rainforth - Overall MVH safeguarding officer
- Vicky Johnson - MYHub youth group

Disclosure and Barring Services (DBS Checks)

Where children are left at the hall for an activity such as a youth club, a volunteer with a DBS enhanced check will be present at all times.

Other volunteers ideally will have a DBS basic or standard check.

Volunteers without a DBS check will be limited in their contact will the children, for example, they will be allowed to assist with setting up and clearing away, running the tuck shop, checking the children in and out of the hall etc.

MARTIN VILLAGE HALL
Safeguarding Policy

This policy is reviewed regularly and updated as required.

Date issued: 1st January 2023

Revision 1 to incorporate Prevent statement - 16th May 2023

Revision 2 to add designated safeguard lead for MYHub – 11th April 2024

Revision 3 to amend designated safeguard lead (MYHub) to Vicky Johnson – 13th August 2025

Revision 4 to add reference to Disclosure and Barring Services (DBS Checks)

Next review date: 13th August 2026

Author - Kevin Garner-Smith (Trustee & Treasurer)