

Nutfield Memorial Hall

Safeguarding Policy

Nutfield Memorial Hall is run by its Trustees and volunteers with support from three part-time employees.

We all have a duty to safeguard vulnerable users of the Hall and its premises and those who may come into contact with vulnerable users.

Everyone 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.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Vulnerable users could include:

- children
- young people
- adults with learning difficulties or physical disability
- frail, elderly people
- carers

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 or vulnerable adults will not be permitted or tolerated.

Policy Statement

1. No Trustee or employee of Nutfield Memorial Hall will have unsupervised access to children or vulnerable adults unless they have been appropriately vetted and trained. No

employees will be present at rental times (unless called in for a specific reason eg problem with the alarm).

2. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
3. All Trustees, volunteers and part - time staff will be made aware of this policy and child protection and vulnerable adult issues.
4. A Trustee will be nominated to be responsible for vulnerable persons matters to whom any suspicions or concerns should be reported.
5. The Trustees will endeavour to keep the premises safe for use by children and vulnerable adults. The Trustees 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 children and adults.
6. Any organisations or individuals hiring the Hall or meeting room for the purposes of holding activities where Ofsted registration is required should show their registration and their own Child Protection Policy. Safe recruitment processes should be used by an organisation to appoint staff who will be working with children or vulnerable adults in any kind of activity.

Procedures

1. All Trustees, part staff and volunteers will be given information about child protection and will be encouraged to attend appropriate online Child Protection and Protection of Vulnerable Adults training where possible.
2. A copy of the policy will be displayed on the booking website and will be made available as necessary and on request to hirers.
3. The policy will be reviewed annually.
4. Organisations hiring the Hall for activities for children will be asked to show their Child Protection Policy 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 show their Vulnerable Adults Protection Policy before the first booking commences. Other organisations or individuals hiring the Hall whose activities may involve vulnerable adults will be made aware of this policy.
5. The Trustees will require hirers to report any damage, breakages or safety issues needing attention to the Booking Secretary, who will inform the appropriate people. These will be dealt with as soon as practicable, in the light of the circumstances, with provision to restrict or prevent access by children and vulnerable adults pending repair where appropriate.

6. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.
7. 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. This is particularly important given the presence of changing facilities for sporting activities.
8. CCTV is used in the Hall for the purposes of safe practice and property vigilance. Access to the CCTV and its recordings is password controlled and can only be accessed by the Trustees.
9. The Trustees will follow safe recruitment practices.

The named Trustee for Safeguarding is Kate Hayes on kate.memhall@gmail.com

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