



Shropham Village Hall

Safeguarding Children Policy

Registered Charity: 304062
Charity Name: Shropham Recreation Ground and Village Hall
Address: Rocklands Road, Shropham, Norfolk. NR171DU

Safeguarding Statement

It is the responsibility of the hirer of the Hall to ensure the safety and control of the children under their care for the duration of their booking.

Safeguarding Policy Direction

All groups hiring the hall must undertake their own Risk Assessment to ensure the safety of any children under their care. They must also supply the hall with a copy of their Safeguarding and Child Protection Policy based on this assessment.

Our policy and procedure for keeping children safe is below and must be always followed:

1. Entrance to the hall is recommended to be via the side hall door and not through the bar area.
2. The Bar area is not to be used as a waiting area, unless the Bar is open, and any children are accompanied by a parent/guardian or an adult who has received the appropriate DBS checks.
3. It is recommended the Children use the Disabled toilet and must be accompanied by a parent/guardian or an adult who has received the appropriate DBS checks.
4. It is the hirers responsibility to ensure they have the appropriate adult to child ratio to enable adequate supervision of the children.
5. It is recommended the window and door blinds are utilised to ensure privacy whilst children are using the hall.
6. Do not allow children to enter or exit the building alone to ensure their safety in the car parking area.

PLEASE REMEMBER IT IS YOUR RESPONSIBILITY TO ENSURE THE SAFETY OF ALL THE CHILDREN UNDER YOUR CARE AND CONTROL WHILST IN THE HALL AND NOT THE RESPONSIBILITY OF THE HALL MANAGEMENT COMMITTEE.

These instructions are put in place to ensure the safety and protection of any children using the hall and their direction is expected to be followed.

As part of the booking process, we require all Hirers, where children and young adults are involved, to sign to say they understand and will comply with the above procedures.