

ST WILFRID'S COMMUNITY CENTRE, RIPON
SAFEGUARDING VULNERABLE USERS POLICY AND PROCEDURES

St Wilfrid's Community Centre is a not for profit support hub run entirely by volunteers. There is only one employee, a trained cleaner who is DBS checked.

All volunteers have a duty to safeguard vulnerable users of the Community Centre and its premises and those who may come into contact with vulnerable users.

They will 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, age, disability, sexuality, religion or faith.

Vulnerable users could include:

- children
- young people
- adults with learning difficulties, mental health issues 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 volunteer will have unsupervised access to children or vulnerable adults unless they have been appropriately vetted and trained.

2. All suspicions or allegations of abuse against a child or adult will be taken seriously and dealt with speedily and appropriately.
3. All volunteers will be made aware of this policy concerning child protection and vulnerable adult issues.
4. Any suspicions or concerns should be reported through the Management Committee to the Parish Safeguarding Officer.
5. The Management Committee will endeavour to keep the premises safe for use by children and vulnerable adults. All volunteers 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 Community Centre 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 to appoint staff who will be working with children or vulnerable adults in any kind of activity.
7. Hirers may not sell alcohol on the premises. The Management Committee 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. These policies and procedures will be reviewed annually and updated as appropriate in the interim period.

Procedures

1. All volunteers will be given information about child protection and a representative will attend appropriate Child Protection and Protection of Vulnerable Adults training where possible.
2. An annual review will take place following the AGM to allow for any required up-date of policies and or procedures. New volunteers will be given this policy in order to understand their responsibilities.
3. A copy of the policy will be displayed for the attention of all in the Community Centre and be made available to all hirers.
4. Organisations hiring the Community Centre for activities for children will be asked to show their Child Protection Policy, if applicable, before the first booking commences. Individuals hiring the Community Centre 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 Community Centre whose activities may involve vulnerable adults will be made aware of this policy.

5. The Management Committee 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 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.
8. Guidance concerning hygiene must be strictly followed.
9. All reported safeguarding concerns will be recorded together with the actions taken.

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