

WETWANG COMMUNITY VILLAGE HALL

SAFEGUARDING POLICY

introduction

The importance of child protection is well known but it also needs to be remembered that village hall committees have a duty of care to all those using their premises, which means that the safety of those who cannot read warning signs, who are frail or physically less able needs to be borne in mind. This policy applies to all users of the Wetwang Village Community Hall.

What is a vulnerable user?

Vulnerable users could include:

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

Details of Premises and staffing

The Wetwang Village Hall is managed by the Wetwang Village Community Hall Management Committee. It employs two paid members of staff - one part-time cleaner and one parttime caretaker.

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 vulnerable users will not be permitted or tolerated.

All Wetwang Village Hall Committee members, staff and volunteers have a duty to safeguard vulnerable users of the hall and its premises and those who may come into contact with vulnerable users. 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.

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

Policy Statement

No member of the trustees, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure (see box below) and introductory Child Protection or Vulnerable Adults Protection training.

All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.

All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues.

Any suspicions or concerns should be reported to the current Chair of the Committee, who will immediately call an extraordinary meeting to discuss the issue and agree on a course of action.

WETWANG COMMUNITY VILLAGE HALL

The Committee will endeavour to keep the premises safe for use by children and vulnerable adults. The committee recognises 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.

Any organisations or individuals hiring the hall 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.

The 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. The 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 shall be permitted on the premises at any event where young people (under the age of 18) are present. This excludes any raffle, tombola, bingo etc. which is for local fund-raising purposes and is therefore permitted by law.

No entertainment of an adult or sexual nature shall be permitted on the premises.

Procedures

All trustees, volunteers and staff will be given information about child protection.

New trustees, 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.

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 hiring the hall whose activities may involve 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 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.

A hiring agreement which includes appropriate clauses will be entered into for all hirings for licensable activities. The committee will ensure that these provisions are observed when holding any licensable activities itself. The committee will give written instructions to those selling alcohol concerning the licensing offences which must be avoided.

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.

WETWANG COMMUNITY VILLAGE HALL

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.

Staff or volunteers should avoid getting into an unsupervised one to one situation with any child or vulnerable person. This is also a safeguard for the adult concerned to avoid any potential allegation of misconduct against them.

Staff and volunteers should be vigilant and aware of any person seen on the premises at any time other than at a public event and who cannot account for their presence.

Safe Recruitment

All staff, working directly for the village hall must:

- complete an application form which shows their employment history
- provide at least two references

If working directly with children or young people or vulnerable adults one of the references should come from someone who has supervised them working with children, young people or vulnerable adults before. They should be checked under the Criminal Records Bureau Disclosure System and a copy of the DBS disclosure form kept on the secretary's file.

Any volunteers working for the village hall committee and having unsupervised access to vulnerable users (e.g., running children's entertainment) may also be required to go through this procedure.

Reporting Incidents

The nominated child protection and Vulnerable Adult representative (i.e., a quorum of the management committee) 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.

WETWANG COMMUNITY VILLAGE HALL

Appendix 1

USEFUL CONTACTS

Children Social Care: Local Contacts and Referrals:

01482 395500

01482 393939 EMERGENCIES

Adult Social Care: Local Contacts and Referrals

01482 396940

01377 241273 EMERGENCIES

Further advice and support

Child Protection:

NSPCC - www.nspcc.org.uk or 0116 234 7223

NSPCC Child Protection Helpline - 0808 800 5000

Criminal Records Bureau - www.disclosure.gov.uk

Save the Children - www.scfuk.org.uk

Early Years Partnerships – based in County Council Social Services depts

Adult Protection

Vulnerable Adults Protection: Act on Elder Abuse – helpline 0808 8088141

Age Concern – helpline 0800 009966

DOCUMENT VERSION CONTROL

| Version | Date | Author | Changes Summary |
|---------|------------|--------------|---------------------------|
| 1.0 | 01/09/2011 | | Initial document produced |
| 2.0 | 01/01/2022 | Nigel Taylor | Updated and reformatted. |