

The Yew Tree Hall

Lorton's Village Hall

CHILD AND VULNERABLE ADULTS SAFEGUARDING POLICY

August 2024

This statement of policy and procedures applies to users of, and activities in, The Yew Tree Hall (YTH).

Purpose

This policy is in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith. The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults have the right to protection from abuse whether physical, verbal, sexual, bullying, exclusion or neglect. All people associated with the YTH and its use have a responsibility for the safeguarding of children and vulnerable adults.

Role of the YTH Management Committee

The YTH Management Committee (YTHMC) Trustees will endeavour to keep the premises safe for use. The Trustees' responsibilities for safeguarding are reaffirmed annually in the Trustees Declaration.

Role of the Designated Safeguarding Lead (DSL)

DSL Name: Clare Round

Contact Details: clareroundlorton@gmail.com

Tel: 01900 876454 Mobile: 07956 500 927

The Designated Safeguarding Lead will act as a point of contact for anyone to report or seek advice on safeguarding concerns. S/he will endeavour to undertake and demonstrate a reasonable level of due diligence to ensure that the YTH is not being used for illegal activity or an activity that creates risks for vulnerable people. From time-to-time contractors are employed for maintenance and other tasks. The YTHMC will endeavour to ensure that contractors are given access to the hall at times when it is not in use. If this is not possible potential safeguarding issues will be considered.

Procedure when booking the Hall

The YTH Management Committee will ensure that all hirees/users of the Hall are aware that any safeguarding of children or vulnerable adults is primarily the responsibility of the hirees. When making a booking hirees are directed to read this safeguarding policy prior to submitting their request for booking. External groups or organisations using the hall will be asked (on the booking form) to submit a copy of their safeguarding documentation to the bookings secretary before commencement of the hire. In cases where the organisation does not have safeguarding documentation the bookings secretary will inform the designated

safeguarding lead and together they will take reasonable steps to ensure that the organisation is legitimate and that there are no significant safeguarding risks to children or vulnerable adults. Any unresolved safeguarding concerns will result in the booking not being approved.

Site specific information

Hirees need to be aware that facilities such as the toilets might be shared with other groups and users and that appropriate supervision/arrangements should be made for children or vulnerable adults.

In the event that there is more than one group using the hall it is the hiree's responsibility to take reasonable steps to ensure that additional safeguarding issues have been considered. Consideration will have been given to these considerations by the bookings secretary and the designated safeguarding lead at the time of booking.

The Committee will ensure that hirees 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 and 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. Acceptance of the YTH's safeguarding policy is part of the agreed contract taken out on hiring the Hall.

Reporting and recording procedures

Where safeguarding concerns arise at events organised by the YTH management committee these should be reported to the Designated Safeguarding Leads (contact details are given above) who will directly contact any safeguarding agency, the police or will provide advice or guidance. If safeguarding concerns arise during booked events of organisations with their own policies and procedures the DSL will be notified of the concern and the action taken. If the DSL is not satisfied with the action taken by the hirees s/he will seek further guidance from safeguarding agencies.

Date protection and information sharing

The Data Protection Act (2018) and General Data Protection Regulation (GDPR) allows the sharing of information without consent where there are serious concerns and it is justified to protect a child or adult at risk. See separate Data Protection policy.

Data Storage

The DSLs will maintain a password protected record of safeguarding concerns and actions.

Where to view the policy

A copy of this policy is available on the YTH website. The policy will be reviewed on an annual basis.