

# Woodbury Village Hall

## Safeguarding Policy

### 1 Overview

- The Management Board of Woodbury Village Hall, the hall's staff and volunteers, and hirers all have a duty to safeguard vulnerable users of the premises. Vulnerable users include children, young people, adults with learning difficulties, people with a physical disability, and elderly or frail people.
- Hirers and members of the Board should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person and to concerns relating to discriminatory treatment, financial violation or exploitation of a vulnerable person and report these concerns to their vulnerable users' representative who will take appropriate action and may alert appropriate authorities.
- This policy is in place to protect all vulnerable persons regardless of age, gender, ethnicity, disability, sexuality, religion or belief.

### 2 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 will not be permitted or tolerated.
- The responsibility for the supervision of all groups of users and the responsibility for ensuring the safety of children and vulnerable adults while at the hall rests with the person who hired the hall and agreed the terms and conditions of booking.

### 3 Policy Statement

- No member of the management team, their helpers or other volunteers, or their staff will have unsupervised access to vulnerable people unless they have appropriate DBS checks. Staff employed by the board will be employed in line with the safer recruitment policy. Hirers of the hall will have appropriate DBS checks as necessary.
- All suspicions or allegations of abuse against a vulnerable person will be taken seriously and dealt with speedily and appropriately.
- All Board Members, staff and volunteers need to be aware of this policy, understand their responsibilities, and observe the rules established for the protection of the vulnerable people listed in paragraph one. Appropriate training may be sought if necessary.
- A member of the Management Board of the Hall has been appointed as a Vulnerable Users Representative to whom any suspicions or concerns should be reported. This person is Julia Thornton, telephone 07967 566094. These concerns may be passed on to the appropriate authorities.
- The management team will endeavour to keep the premises safe for use by children and vulnerable adults and they 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 adults. This will be discussed with the individual hirers.
- Any organisations or individuals hiring the hall for the purposes of holding activities involving children or vulnerable adults are confirming by accepting the conditions of hire on the website and submitting a booking request that they have an appropriate safeguarding policy in place.
- Hirers must honour their obligations under the Licensing Act 2003 to prohibit the sale of alcohol to those under the age of 18. Hirers must not admit children to view films when they

are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature is permitted on the premises.

- 'Whistleblowers' may raise concerns they may have concerning the welfare of vulnerable people using the Hall without fear of being victimised, discriminated against or disadvantaged in any way.
- This policy and any related procedures will be reviewed at least annually and updated at other times if necessary.

#### **4 Reporting Incidents**

- The nominated Vulnerable Users Representative has the responsibility to assess incidents and report concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency. The representative may involve the hirer, if appropriate, and 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, young people and vulnerable adults
  - cultivate an environment in which people have the opportunity to raise any child protection or vulnerable adult protection concerns.

#### **5 Further Information**

- All members of the management team, volunteers and staff will be given information about child protection awareness as necessary.
- A copy of the policy is displayed in the village hall and made available via the website to hirers and users.
- Organisations hiring the hall for activities for children will be asked to confirm that they have a suitable Child Protection policy in place before the first booking commences and will have done an appropriate risk assessment. 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 confirm that they have a suitable Vulnerable Adults Protection policy before the first booking commences and will have done an appropriate risk assessment. The management team may ask to see these policies. Other organisations hiring the hall whose activities may involve vulnerable adults will be made aware of this policy.
- Hirers who are childminding or providing day care for children must be aware of Ofsted requirements and be appropriately registered. This includes, for example, playgroups, nurseries, after-school clubs and holiday clubs.
- Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. All work is best undertaken when the hall is not in use, but appropriate supervision will be arranged if it is necessary to carry out work when the hall has been booked.
- When the premises are 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 and other common areas.

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