

PANT MEMORIAL INSTITUTE

SAFEGUARDING POLICY for children and vulnerable adults

GUIDING 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 hall users of any age will not be permitted or tolerated. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith. A copy of this policy will be available for all hirers on request.

Pant Memorial Hall Management Committee (the trustees), its volunteers and any staff have a duty to safeguard vulnerable users of the village hall 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.

POLICY STATEMENT

1. Access Policy

No member of the trustees, helpers or other volunteers will have unsupervised access to children or vulnerable adults unless appropriately vetted.

Procedure

All members of the trustees, helpers or other volunteers will be made aware of this policy and the relevant vetting procedures. Hirers must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, hirers must provide the Committee with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). The trustees of the hall must follow safe recruitment practices.

2. Appointed Person

A trustee will be appointed to be responsible for child and vulnerable adult protection matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to relevant protection agency.

Procedure

The nominated person is the committee secretary until further notice.

3. Dealing with suspicions or allegations

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

Procedure

The appointed person will

- 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 an environment that has the opportunity to raise any child protection or vulnerable adult protection concerns.

4. Awareness

All trustees and volunteers will be required to become aware of the issues surrounding children and vulnerable adults.

Procedure

Copies of the relevant Acts and Department of Health guidelines will, **if necessary**, be held by the trustees as reference material for volunteers. Appropriate training for trustees will be encouraged. ACRE Information Sheet 5 should be made available to all trustees, helpers and volunteers on request.

5. Health and Safety

The trustees 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 by small children, those who cannot read notices such as adults with physical or learning disabilities.

Procedure

The trustees will carry out regular health, safety and fire risk assessments in line with current legislation. The committee will require hirers to report any damage, breakages or safety issues needing attention to the appropriate trustee which will be dealt with as soon as is practicable.

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.

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.

6. Alcohol, Gambling and Adult Entertainment

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 Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

Procedure

The hiring agreement for the village hall will set out the obligations on the hirers with regard to alcohol and other licenced entertainment.

7. Review

The policies and procedures will be regularly reviewed.

Procedures

An annual review will take place following the AGM to allow for any required up-date of policies and or procedures. New trustees and volunteers will be provided with an understanding of their responsibilities in matters of protection for children and vulnerable adults.

8. Procedures for Hirers

Members of the local community who use the facilities provided by the hall committee should be aware of the Child Protection policies that have been adopted.

Procedure

All hirers who wish to use the hall for activities which include children and vulnerable adults, other than for hire for private parties arranged for invited friends and family only, will be asked to produce a copy of their Vulnerable Users Policy. A copy of this document will be displayed for the attention of all.

Date of Document:	
Signed: Chair	