

Safeguarding Vulnerable Hall-Users Policy And Procedures

Great Easton Village Hall is run by a volunteer Management Committee. It currently has no employees.

All Great Easton Village Hall volunteer Management Committee members have a duty to safeguard vulnerable users of the Hall and its premises as well as those who may come into contact with vulnerable users. They should respond to any concerns regarding the physical, sexual, emotional or psychological safety of a vulnerable person or any 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 age, gender, ethnicity, disability, sexuality, religion or faith.

Vulnerable users could include:

- children
- young people
- adults with learning needs 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 member of the Management Committee, helpers or other volunteers 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 will be taken seriously and dealt with speedily and appropriately.
3. All Management Committee members and volunteers will be made aware of this policy and any safeguarding issues that may arise.
4. A Management Committee member will be nominated to be responsible for vulnerable persons matters to whom any suspicions or concerns should be reported.
5. The Management Committee members will endeavour to keep the premises safe for use by children and vulnerable adults. It is recognised that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and those with mobility issues.
6. Any organisations or individuals hiring the Hall for the purposes of holding activities where Ofsted registration is required should show their registration along with their own Child Protection Policy.
7. The Management Committee members 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.

Great Easton Village Hall
www.greateastonvillagehall.co.uk
High Street, Great Easton, Market Harborough, LE16 8ST
Charity Reg. No: 511066

8. Management Committee members will ensure that hirers are aware that no children are admitted access to films when they are below the age classification for the film or show. Furthermore, no gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

These policies and procedures will be reviewed annually and updated as appropriate in the interim period.

Procedures

1. All Management Committee members and volunteers will be made aware of the need to Safeguard children and vulnerable adults and are encouraged to attend appropriate Safeguarding 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 Management Committee members and volunteers must be given an induction to this policy and understand their responsibilities.
3. A copy of the policy will be displayed in the Village Hall and on the Village Hall website and made available on request to any hirers.
4. Any organisations hiring the Hall for activities for children will be asked to show their Child Protection Policy before the first booking commences. This applies to those groups/hirers who will be providing activities where a parent or carer is not present. Individuals hiring the Hall for activities for children and involving children will be made aware of this policy.
5. 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 Hall whose activities may involve vulnerable adults will be made aware of this policy on request.
6. The Management Committee members 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, to prevent access or injury by children and vulnerable adults, pending repair.
7. A Hiring Agreement which includes appropriate clauses will be entered into for all hirings that involve licensable activities. Management Committee members will ensure these provisions are observed when holding licensable activities themselves.
8. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision must be arranged, if necessary.
9. If the premises might be used by more than one hirer, attention will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.