

# Safeguarding Policy and Procedures

Thrumpton Village Hall & Social Club Management Committee (the Committee) has a duty to safeguard vulnerable users of the 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.

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

Vulnerable users could include:

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

## 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 & Procedures Statement

All children attending events organised by the Committee must be accompanied by a parent or responsible adult. Similarly, any vulnerable adult attending an event organised by the Committee should be accompanied where necessary by a responsible adult.

There will be a nominated and named Child Protection and Vulnerable Users contact person to whom any suspicions or concerns should be reported.

This person is: Hannah Coxon 07583 061 450.

An assisting nominated and named person is: Mary Stephens 07946 593 259.

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

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

New Committee members must be given a copy of this policy statement and understand their responsibilities.

Any organisations or individuals hiring the hall for the purposes of holding activities involving children or vulnerable adults are confirming by agreeing to the terms and conditions of hire that they have an appropriate safeguarding policy and procedures in place. The Committee reserves the right to require hirers to provide copies of their own safeguarding policies and procedures to give appropriate assurance as necessary.

The Management Committee are not present during private hires and therefore it is the responsibility of the hirer to ensure this policy is upheld and to adopt suitable procedures to ensure that they fully comply with the law, good practice and common sense including sufficient and appropriate levels of supervision at all times.

Any organisations or individuals hiring the Hall for the purposes of holding activities where Ofsted registration is required must show their registration and their own child protection policy.

The Committee will ensure that hirers are made aware of their obligations under the Licensing Act currently in force 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 in question.

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

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.

Hirers are required to report any damage, breakages or safety issues needing attention to the Booking Clerk who will in turn inform the appropriate persons for action to be taken. Such issues 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 rectification where appropriate

Contractors engaged to carry out work to the premises must not be allowed unsupervised access to children or vulnerable adults. Ideally all work should be 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.