

# Harringworth Village Hall

## SAFEGUARDING POLICY – Children and Vulnerable Adults

All Harringworth Village Hall Trustees and volunteers have a duty to safeguard children and vulnerable users of the hall and its premises, and those who may come into contact with children and vulnerable users. They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a child or vulnerable person, or concerns relating to discriminatory or financial violation or exploitation of a children or vulnerable person. This policy is in place to protect all children and vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

### 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 and vulnerable adults – and indeed towards anyone using the Hall - will not be permitted or tolerated.

### Policy Statement

No member of the Trustees, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure and introductory Child Protection and Vulnerable Adults Protection training, and have been appropriately vetted.

1. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
2. All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues, as well as the relevant vetting procedures, and should be offered introductory training. A copy of the appendices will be provided to all who request it.
3. Copies of the relevant Acts and Department of Health guidelines will be held by the Trustees as reference material for volunteers. Relevant Child Protection and Vulnerable Adults training for Trustees will be required.
4. A Trustee will be appointed to be responsible for Child Protection matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection lead agency. Currently, this person is TBC.
5. There will be a nominated and named Vulnerable Adults representative to whom any suspicions or concerns should be reported. Currently, this person is TBC.
6. The Trustees must keep the premises safe for use by children and vulnerable adults. The Trustees 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.
7. Any organisations or individuals hiring the Hall for the purposes of holding activities where Ofsted registration is required should show their registration and their Child Protection and Vulnerable Adults policies to the Bookings Secretary. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.
8. Hirers must ensure that any activities for children, young people (defined as adults between 18 and 21 years of age) and 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 Bookings Secretary with a copy of their Safeguarding

policies and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

9. The Trustees will make hirers aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. The Trustees 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. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
10. Members of the local community who use the facilities provided by the Trustees should be aware of the Child Protection and Vulnerable Adults policies as adopted by the Trustees.
11. An annual review will take place following the AGM to allow for any required up-date of policies and procedures. New Trustees and volunteers will be provided with an understanding of their responsibilities in matters of Child Protection and Vulnerable Adults

Contact details for Northamptonshire child protection can be found at:  
<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/help-and-protection-for-children/protecting-children-information-for-professionals/Pages/default.aspx>