

# WELTON VILLAGE MEMORIAL HALL

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

The Trustees of Welton Village Memorial Hall [the Hall] acknowledge that the welfare of any 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.

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 displayed for the attention of all in the village hall and made available to hirers.

The Trustees and the volunteers who support, and staff who work in, the Hall have 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.

- 1. No member of the Trustees, helpers or other volunteers will have unsupervised access to children or vulnerable adults unless appropriately vetted.**
  - a. All members of the Trustees, helpers or other volunteers will be made aware of this policy and the relevant vetting procedures.
  - b. 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.
  - c. 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).
  - d. The Trustees must follow safe recruitment practices.
  
- 2. 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.**
  - a. The named person is **Lucy Khan**
  
- 3. All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.**
  - a. The appointed person will:

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### SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY continued

- i. Know who to contact at the local authority.
- ii. Know who to contact in Social Services for advice and referrals.
- iii. Know about helplines and other sources of help for children and young people and vulnerable adults.
- iv. Ensure an environment that has the opportunity to raise any child protection or vulnerable adult protection concerns.

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

- a. Copies of the relevant Acts and Department of Health guidelines will, if necessary, be held by the Trustees as reference material for volunteers.
- b. Appropriate training for trustees will be encouraged. Appendices A,B and C in ACRE's Information Sheet 5, Village halls, children and young people, should be made available to all trustees, helpers and volunteers.

**5. The Trustees will endeavour to keep the premises safe for use by children and vulnerable adults. The Trustees recognise that a higher standard of safety is required when used by small children, and those who cannot read notices such as adults with physical or learning disabilities.**

- a. The Trustees will carry out regular health, safety and fire risk assessments in line with current legislation.
- b. The Trustees 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.
- c. Organisations hiring the hall for activities for children will be asked to show their Child Protection policy before the first booking commences.
- d. Individuals hiring the hall for activities for children will be made aware of this policy.
- e. 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.
- f. Other organisations hiring the hall whose activities may involve vulnerable adults will be made aware of this policy.
- g. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults.
- h. Appropriate supervision will be arranged if necessary.

**6. 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 committee will ensure that hirers are aware that no children may be**

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**admitted to films when they are below the age classification for the film on show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.**

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

**7. 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.**

- a. 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.
- b. A copy of this document will be displayed for the attention of all.

#### **Approval and review**

This Policy was adopted and approved by The Trustees on 12 July 2022. It may be reviewed at the request of any Trustee at any time and should be reviewed before 3 November 2023.