

## Burtle Village Hall

### Safeguarding Protection Policy for Children and Vulnerable Adults

**Safeguarding** refers to the actions we take to promote the welfare of all participants, including Children and Vulnerable Adults, involved in any activities or events. **It is the responsibility of everyone to ensure the safeguarding and welfare of all participants.**

All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, sexual, emotional, bullying, or neglect.

**Child Protection** is an important element of Safeguarding for specific children who may be at risk or are suffering from significant harm.

These form part of our '**Duty of Care**' – both legal and moral - within the Burtle Village Hall and the community.

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

The Burtle Village Hall Management Committee and its volunteers have a duty to safeguard all 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, neglect or psychological safety of a vulnerable person, or concerns relating to discriminatory or financial exploitation of a vulnerable person.

A copy of this Policy is kept with the Management Manual and is made available to all users and hirers of the Burtle Village Hall. It is also on the Burtle Village Hall website [www.burtlevillage.co.uk](http://www.burtlevillage.co.uk)

## Policy Statements and Procedures

- 1. No member of the Burtle Village Hall Management Committee, helpers and volunteers will have unsupervised access to children without parental permission or vulnerable adults unless appropriately vetted.**

All members of the Management Committee, helpers and volunteers will be made aware of this policy. Hirers must ensure that any activities for children, young people and vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and The Care Act 2014, plus any subsequent legislation. 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 provide the Committee with a copy of their Safeguarding Policy. Any relevant checks must be carried out through the Disclosure and Barring Service (DBS).

- 2. The Burtle Village Hall Management Committee will appoint a named member to be responsible for Safeguarding matters. This person will have responsibility for reporting concerns that may arise to the relevant agencies.**

The current named person is Helen Jones (07834 465650) – to be reviewed in 2020.

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

The appointed person will know who to contact at the local authority and in Social Services for advice and referrals. He/she will know about helplines and sources of help for children and young people and vulnerable adults. The Management Committee will ensure an environment that has the opportunity to raise any concerns or issues.

**It is NOT our responsibility to decide whether or not a child or vulnerable adult is being abused. We are not expected to be experts,**

**nor to start any investigation, or to find additional evidence. BUT it is our responsibility to act if there are any concerns about the behaviour of an adult or a child towards another child, young person or vulnerable adult.**

- 4. All Trustees, volunteers and Hirers will be required to become aware of the issues surrounding children and vulnerable adults, and to promote good practice.**

**Reference material will be held by the Management Committee, including ACRE Information Sheet 5 'Village Halls, Children and Young People'. Refer Hirers of the Hall to current Terms and Conditions – clause 16 – for Safeguarding. Appropriate and relevant training will be encouraged.**

- 5. The Burtle Village Hall Management 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 when used by small children, and those who cannot read notices such as adults with physical or learning disabilities.**

**The Management Committee will carry out regular health, safety and fire risk assessments in line with current legislation and good practice. The Committee will require hirers to report any damage, breakages or safety issues needing attention to the Hall Manager which will then be dealt with as soon as possible.**

**Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children, young people, and/or vulnerable adults. Appropriate supervision will be arranged if necessary.**

- 6. The Management 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. Burtle Village Hall makes sure of this by staffing the Bar for all events from the Management Committee approved Bar Rota.**

The Terms and Conditions for Hire of Burtle Village Hall and the Hiring Agreement sets out the obligations with regard to alcohol and other licenced entertainment.

**7. This Policy and Procedures will be reviewed regularly.**

An annual review will be undertaken to allow for any required update of policies or procedures. New Committee members will be provided with an understanding of their responsibilities in matters of Safeguarding and Protecting Children and Vulnerable adults.

## Definitions

- The term **'children'** refers to children and young people under the age of 18 years *(NSPCC)*
- A **'vulnerable adult'** is 'a person aged 18 years or over who is, or maybe, in need of community care services by reason of mental, or other, disability, age or illness, and who is, or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'  
*(Department for Constitutional Affairs 1997)*
- More recently the term **'adult at risk'** is increasingly used  
*(Social Care Institute for Excellence 2011)*

January 2019