

CLIFTON CAMPVILLE VILLAGE HALL (CCVH)

SAFEGUARDING & VULNERABLE PERSONS POLICY

1.0 Statement of Intent

1.1. Clifton Campville Village Hall Trustees and Volunteers (and Staff where appropriate) have a duty to safeguard vulnerable users of the hall and its premises.

1.2. The CCVH Management Committee will respond to any concerns the Trustees or Volunteers 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.

1.3. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith. This policy applies to users of any part of the village hall.

2.0 Principles

2.1. 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, financial, exclusion or neglect.

Bullying, excessive shouting, or intimidation, physical violence, sexism and racism will not be permitted or tolerated.

2.2. The responsibility for ensuring the safety of children or vulnerable adults while at the hall rest with the individual or organisation hiring the hall.

3.0 Policy Statement

3.1. No member of the Trustees, or Volunteers, will have unsupervised access to children or vulnerable adults as part of their role with CCVH, unless, of course, that person is appropriately qualified, trained and cleared to work with children and vulnerable adults.

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

3.3. All Trustees and Volunteers need to be aware of this policy, child protection and vulnerable adult issues. A copy of the appendices will be provided to all whom request it.

3.4. There will be a nominated and named Vulnerable Users representative to whom any suspicions or concerns should be reported. This person is Chris Muspratt (01827 373522) or in her absence Rev. John Grice (01827 373257) .

3.5. The Trustees and Volunteers will endeavour to keep the premises safe for use by children and vulnerable adults and they recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and people with a physical disability.

3.6. Any organisations or individuals hiring the hall for the purposes of holding activities involving children or vulnerable adults are confirming, by signing the terms and conditions of booking, that they have an appropriate Safeguarding Policy in place.

3.7. The Trustees and Volunteers 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 Trustees and Volunteers 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.

3.8. This policy and procedures will be reviewed annually and updated as appropriate when necessary.

4.0 Useful Procedures

4.1. An annual review will take place to allow for any required up-date of policies and or procedures. New Trustees and Volunteers must be made aware of this policy and understand their responsibilities.

4.2. A copy of the policy will be displayed for the attention of all in the village hall and made available on request to hirers.

4.3. Organisations hiring the hall for activities for children will be asked to confirm that they have suitable Child Protection policies in place before the first booking commences.

Individuals hiring the hall for activities for children will be made aware of this policy.

Organisations hiring the hall for activities specifically involving vulnerable adults will be asked to confirm that they have a suitable Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring the hall whose activities may involve vulnerable adults will be made aware of this policy.

4.4. The committee will require hirers to report any damage, breakages or safety issues needing attention to the booking administrator, who will inform the appropriate people. These 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 repair where appropriate.

4.5. A hiring agreement which includes appropriate clauses will be entered into for all hirings for licensable activities. The Trustees and Volunteers will ensure that these provisions are observed when holding any licensable activities itself. The Trustees and Volunteers will give instructions to those selling alcohol concerning the licensing offences which must be avoided.

4.6. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. 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.

4.7. If the premises are used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.

4.8. The supervision of all groups remains the responsibility of the people who hire the hall and sign the terms and conditions of booking.

4.9. It is noted that Safeguarding issues override any GDPR concerns.

Appendix 1

Reporting Incidents

The nominated Vulnerable Users representative will have responsibility for reporting concerns that arise, as a matter of urgency, to the local Police or other appropriate agency. The representative may choose to have a confidential discussion with other appropriate Trustees and Volunteers.

The nominated person should know:

- Who to contact at the local Police
- Who to contact at appropriate agencies
- Never to make promises to the person in question that the information will **not** be passed on to the appropriate agencies (as once divulged you have a duty to share information)
- Further information & guidance can be located at ssaspb.org.uk (Staffordshire & Stoke-on-Trent Adult Safeguarding Partnership Board) website.

Appendix 2

Examples of Abuse

Examples where the Trustees or Volunteers should **not** have unsupervised access to vulnerable users.

- A) Giving a lift home from our Weekly Coffee Shop, if that person lives alone and is considered 'vulnerable'.
- B) Giving help to the toilet area for a person from Chair Exercise, or similar, if that person is considered 'vulnerable'.
- C) Helping with / accessing online banking facilities via passwords etc., if that person lives alone and is considered 'vulnerable'.
- D) We should also ensure any organisers of Childrens activities are aware if the meeting room is also being used as the organisers will need to appropriately supervise any children going to the toilet, or other areas outside of the main hall.

Policy adopted by the Trustees at their meeting on: 22 June, 2021

Next review date: June 2022