

## **Mileham Village Hall**

### **Children and Vulnerable Adults Protection and Safeguarding Policy v1.1**

#### **Purpose and Scope**

The purpose of this policy is to ensure that all users of Mileham Village Hall (irrespective of whether they are individuals or representatives of an organisation) are aware of their responsibilities with regard to protecting and safeguarding any children or vulnerable adults who may either visit or participate in any activities held at the hall.

This policy applies equally to all children and vulnerable adults regardless of their age, gender, racial heritage, disability status, religious beliefs, sexual orientation or identity. All children and vulnerable adults have a right to equal protection from all types of abuse or harm.

It is recognised that some children or adults may be particularly vulnerable due to a range of issues. These may include their level of dependency, individual communication needs or the impact of previous experiences. Any such issues must be taken into account both in the planning of activities and in determining the appropriate type and level of supervision needed to ensure a safe, enjoyable and successful event.

Full compliance with this policy is a condition of any booking or use of the village hall.

#### **Responsibilities of Hirers**

The Hirer is responsible for ensuring that any activities for children or vulnerable adults comply with relevant legislation and that only fit and proper persons have access to the children/vulnerable adults. This will include, where necessary, ensuring that valid Disclosure and Barring Service certificates are in place and the Hirer taking full responsibility for anyone that they may employ, engage, contract or expect to look after or interact with children/vulnerable adults.

Full details of the Disclosure and Barring Service and its application to both employees and volunteers can be found on the GOV.UK website.

It is recognised that some private events may fall outside of specific legislative requirements but the Hirer will still be expected to ensure that safe processes, overseen by appropriate responsible adults (preferably the parents or nominated guardians of the children and, if applicable, the vulnerable adults concerned) are in place. It is also important to ensure that for all events, whether private or commercial, the level and type of supervision is appropriate to the age group and abilities of the children/vulnerable adults. The NSPCC Factsheet 'Recommended Adult to Child Ratios When Supervising Children' offers further guidance.

All Hirers must ensure that any activity that requires themselves or any person engaged, contracted or invited by them for any purpose, to be either trained or specifically qualified are indeed actually trained and/or qualified, as required.

Any Hirer who proposes to hold an event or activity that requires Ofsted registration must, in addition to meeting all Ofsted requirements provide Mileham Village Hall Management Committee with a copy of the Hirer's own, dedicated, Child and Vulnerable Persons Protection Policy. This must be supplied before the event takes place. Further information on all aspects of Ofsted registration is available on the GOV.UK website.

Hirers are expected to ensure that, as well as providing safe practices and supervision, due care and sensitivity is practised in ensuring the personal dignity of children/vulnerable adults. This will include, but is not limited to, listening to and valuing and respecting their views and choices whilst

working in partnership with parents, carers and any relevant agencies to ensure that safe and appropriate decisions are made.

The Mileham Village Hall Management Committee is responsible for the maintenance of the hall and its facilities, including the provision of accessible toilets. It is the Hirer's responsibility to ensure that the premises and facilities are suitable for the specific needs of or the attendees at any event provided or hosted by them, before the event proceeds.

Children are not allowed in the hall unaccompanied and Hirers must ensure that children under 12 do not enter the kitchen area. The Hirer is responsible for ensuring that the needs and abilities of individual vulnerable adults are assessed and that any level of supervision or any restriction on their access to any areas is appropriate to ensure their safety.

The Hirer is responsible for ensuring that any items brought into the hall (for example, toys, play equipment or musical instruments) conform to any relevant legislation to ensure that they are safe and fit for purpose. Equally, if any of the assets of the hall, such as crockery or the sound system are used as part of the hire then they must be used in a safe manner in order to minimise any risks to any users, including children and vulnerable adults.

Hirers must ensure full compliance with all age and vulnerability related legislation. This includes, but is not limited to, legal requirements with regard to the sale or provision of alcohol, attendance at the screening of any film with an age classification and age related restrictions on any form of gambling or sale of goods.

### **Notification Requirements**

Should any user become aware of any potential or actual risk to any user of the hall (including children and/or vulnerable adults) which they cannot immediately safely rectify, then the event in progress must be immediately suspended or terminated until such time as the problem is satisfactorily addressed. Where such a risk is due to any fault with the premises then a member of the Mileham Village Hall Management Committee must be immediately notified. Emergency contact details are displayed on the Parish noticeboard situated in the hall car park.

The Mileham Village Hall Management Committee considers the welfare of children and vulnerable adults to be of paramount importance and therefore in the case of any actual or suspected abuse, of any type, by any person, the police and any other relevant agency must be immediately informed. It will be for these professional agencies to determine the next steps, including the scope and nature of any investigation.

Mileham Village Hall Management Committee will fully co-operate in any such investigation and this will include providing the police with full details of any information provided to them by the Hirer.

### **Policy Adoption and Review**

This policy was formally adopted by Mileham Village Hall Management Committee on the 7<sup>th</sup> July 2016 and was last reviewed on the 10<sup>th</sup> January 2019.

**All policies of the Mileham Village Hall Management Committee are available to the public via the Mileham website at [www.mileham.info](http://www.mileham.info)**