



# Victory Hall, Dalston.

## SAFEGUARDING POLICY

*All Dalston Victory Hall Committee members, staff and volunteers 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.*

*This policy is in place to protect all 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 or other vulnerable people will not be permitted or tolerated.

### Policy Statement

1. No member of the trustees, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults.
2. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
3. All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues, and should be offered introductory training.
4. There will be a nominated and named Vulnerable Users representative to whom any suspicions or concerns should be reported.

This person is: **Jane Clark** Tel 01228 711183 [sec.victoryhall@outlook.com](mailto:sec.victoryhall@outlook.com)

5. The 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 where use is made by small children, those who cannot read safety notices and physically disabled adults.
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 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.
7. These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

### Safe Recruitment

All staff working directly for the village hall must

- complete an application form which shows their employment history
- provide at least two references

### Reporting Incidents

The nominated Child Protection and Vulnerable Adult representative **Jane Clark** will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency. The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

Date: September 2020

Review date: September 2021

Jane Clark

The nominated person should:

- know who to contact at the local authority
- know who to contact in Social Services for advice and referrals
- know about helplines and other sources of help for children and young people and vulnerable adults
- ensure that there is an environment in which staff have the opportunity to raise any child protection or vulnerable adult protection concerns.

## Useful Procedures

1. All trustees, volunteers and staff will be given information about child protection and should attend introductory level Child Protection training and Protection of Vulnerable Adults training where possible.
2. An annual review will take place following the AGM to allow for any required up-date of policies and or procedures. New trustees, volunteers and staff must be given an induction to this policy and understand their responsibilities.
3. A copy of the policy will be displayed on the Victory Hall website and made available on request to hirers.
4. Organisations hiring the hall for activities for children will be asked to show their Child Protection policy 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 show their 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.
5. The committee will require hirers to report any damage, breakages or safety issues needing attention to the booking secretary, 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.
6. A hiring agreement which includes appropriate clauses will be entered into for all hirings for licensable activities. The committee will ensure that these provisions are observed when holding any licensable activities itself. The committee will give written instructions to those selling alcohol concerning the licensing offences which must be avoided.
7. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.
8. If the premises might be 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.

## Useful Contacts

**Children** – Children’s Services

0333 240 1727

**Vulnerable Adults** – our local Adult Social Services Office is at:

3rd Floor, Cumbria House, 117 Botchergate, Carlisle, CA1 1RD

[carlislessd@cumbria.gov.uk](mailto:carlislessd@cumbria.gov.uk)

0300 303 3249