

Fyfield Village Hall

Houchin Drive

Fyfield

Essex

CM5 0RG



Fyfield Village Hall Safeguarding Children and Vulnerable Persons Policy

This policy applies to users of the village hall, the Monica Couling Room, the Club Room and all attached facilities as well as users of the sports field next to the hall.

All Fyfield Village Hall trustees, staff and volunteers have a duty to safeguard vulnerable users of the hall and its premises and those who may come into contact with vulnerable users. (Vulnerable users could include: children, young people, adults with learning difficulties or physical disability, frail, elderly people and carers).

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 and vulnerable adults will not be tolerated.

Policy Statement

- 1) No member of the trustees, helpers or other volunteers or staff shall have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure (See additional information 1:1) and Introductory Child Protection or Vulnerable Adults Protection Training.
- 2) All suspicions or allegations of abuse against vulnerable adults or children will be taken seriously and dealt with speedily and appropriately.
- 3) All staff and volunteers need to be aware of this policy as well as child protection and vulnerable adult issues, and should be offered introductory training. A copy of the appendices will be provided to all those who request it.
- 4) There will be a nominated and named Vulnerable Persons' representative to whom any suspicions or concerns should be reported. This person is Debbie Spanton until March 2018 and can be contacted on 07568 457 254.
- 5) The trustees 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 notices and physically disabled adults.
- 6) Any organisations or individuals hiring the hall for the purpose of holding activities where Ofsted registration is required (See additional information 1:2) should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.

- 7) The committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to 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 entertainment of an adult or sexual nature shall be permitted on the premises.
- 8) This policy and procedures will be reviewed annually at a meeting after the AGM and updated as appropriate in the interim period.

Policy adopted by the Trustees of Fyfield Village Hall on: _____

Signed on behalf of the trustees _____ Position _____

Review date: _____

Additional Information

1:1 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.

If working directly with children or young people or vulnerable adults:

- One of the references should come from someone who has supervised them working with children, young people or vulnerable adults before.
- An employer may request a criminal records check processed through the Disclosure and Barring Service (DBS) as part of the recruitment process.
- For certain roles the check will also include information held on the DBS's children and adults barred lists, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.
- These checks are to assist employers in making safer recruitment and licensing decisions. When a check has been processed by the DBS and completed, the individual will receive a DBS certificate.

1:2 Ofsted Requirements

If you work as a childminder, or provide day care for children under 8 years old for more than two hours each day you must register with Ofsted and be inspected regularly. Nursery Education settings which are on their local authority's directory to provide free places for three to four year olds must also be inspected regularly by Ofsted (www.ofsted.gov.uk).

These requirements cover playgroups, nurseries, after school clubs and holiday clubs amongst others.

1:3 Reporting Incidents

The nominated Child Protection and Vulnerable Adult representative Debbie Spanton 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.

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.