

BROUGHTON PLAYING FIELDS & VILLAGE HALL ASSOCIATION

Vulnerable Persons Policy Statement

This policy applies to all users of the village hall, which includes the main hall, meeting rooms and changing rooms.

All Broughton Village Hall committee members 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.

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.

Who is a vulnerable user?

Vulnerable users could include:

- children
- young people
- adults with learning difficulties or physical disability
- frail, elderly people.

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. Everyone has a right to be treated with dignity and respect: bullying, shouting, physical violence, sexism and racism will not be tolerated.

Policy Statement

1. No members of the management committee, helpers, volunteers, contractors or cleaners will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure (see box below: safe recruitment) and completed introductory child protection or vulnerable adults protection training.
2. All suspicions or allegations of abuse against a child or vulnerable person will be taken seriously and dealt with speedily and appropriately (see box below: reporting incidents)
3. All committee members and volunteers need to be aware of this policy, and child protection and vulnerable adult issues. A copy of the appendices which give information about different kinds of abuse will be provided to all committee members and others who request it.
4. 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.
5. All organisations or individuals hiring the village hall for the purposes of holding organised activities for children and/or vulnerable adults must comply with current child care and safeguarding legislation and ensure that only fit and proper persons who have the relevant DBS certificate have access to the children and/or vulnerable adults temporarily in their charge.

6. Individuals and organisations hiring the village hall are responsible for ensuring that they have safeguarding policies and procedures in place where required to do so by law and must provide the Bookings Officer with a copy of their safeguarding policy and/or DBS certificate on request.
7. 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.
8. This policy will be implemented in accordance with the associated procedures shown in Appendix A and will be reviewed every three years and updated as appropriate and/or necessary in the interim period.

Safe Recruitment

Any volunteers working for the village hall committee and having unsupervised access to vulnerable users (e.g. running children's entertainment) may be required to go through a safe recruitment process, as follows:

- complete an application form which shows their employment history
- provide at least two references, one of which should come from someone who has supervised them working with children, young people or vulnerable adults before
- have one of their references checked through the Disclosure and Barring Service (DBS) and a copy of the DBS certificate retained on file.

Reporting Incidents

All committee members and volunteers have a duty to safeguard vulnerable users of the hall and to report concerns to the local authority child protection and vulnerable adult lead agency, as detailed below:

North Northamptonshire Council: 0300 126 3000

Prior to reporting a concern to the lead agency, the committee member or volunteer might wish to discuss their concern with the Chair of the Village Hall Committee (or other nominated person), in confidence, or seek advice from one of the following sources:

NSPCC: 0808 800 5000

Age UK: 0800 678 1602

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Appendix A: Associated Procedures

1. All committee members and volunteers will be given information about child protection (guidance note 1) and vulnerable adult protection (guidance note 2).
2. A review of this policy and associated guidance notes and procedures will take place every three years or earlier if circumstances and/or changes in legislation require. New committee members and volunteers must be given a copy of this policy and understand their responsibilities.
3. 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. Organisations and individuals who are hiring the village hall and/or playing fields for organised activities for children and vulnerable adults and who are required by law to have a DBS certificate and/or safeguarding policies and procedures in place will provide the Bookings Officer with a copy of their DBS certificate(s) and safeguarding policy, on request.
5. All individuals and organisations hiring the village hall and/or playing fields will be made aware of this policy and their responsibility for children and vulnerable adults temporarily in their charge through clauses in the hire agreement and terms and conditions of hire which they must sign as having read and understood, prior to confirmation of their booking being accepted by the Bookings Officer.
6. The terms and conditions of hire will draw hirers' attention to the fact that the village hall's facilities might be used by more than one hirer simultaneously and that it is each hirer's responsibility to ensure that children and vulnerable adults in their charge are appropriately supervised, particularly when using toilets.
7. The hire agreement and associated terms and conditions will include clauses relating to licensable activities, including the sale of alcohol. The hire agreement will inform hirers that licensable activities must comply with all relevant legal requirements and licence conditions. The committee will ensure that these provisions are observed when holding any licensable activities itself.
8. The committee will require hirers to report any damage, breakages or safety issues needing attention to the Bookings Officer or other member of the Management Committee, who will inform the appropriate committee member(s). 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.
9. Contractors and cleaners engaged to carry out work at the premises will not be allowed unsupervised access to children or vulnerable adults.

Last review: October 2021

Next review: October 2023