

KEELBY VILLAGE HALL



A Grade II listed historic building

King Street
Keelby
Grimsby
Lincolnshire
DN41 8EE

Keelby Village Hall Safeguarding Policy

Keelby Village Hall is a community building owned on behalf of and for the benefit of the people of Keelby and surrounding areas. A committee of volunteers oversees the running of the Hall, employing a Booking Secretary and Keyholder, a cleaner, a gardener and a website and social media channel administrator.

All Keelby Village Hall Committee members, 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 safeguard 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 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 unless they have been through the safe recruitment procedure (see box below) and introductory Child Protection or Safeguarding training.
2. All suspicions or allegations of abuse against a vulnerable adults or 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. A copy of the appendices will be provided to all who request it.
4. There will be a nominated and named Safeguarding representative to who any suspicions or concerns should be reported. This person is Mrs Sally Skipworth who can be contacted on 01469 560589.
5. The Village Hall 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 by disabled adults.

6. Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required (see table below) should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff that 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 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.
8. These policies and procedures will be reviewed annually at the Ordinary Meeting following the Annual General Meeting and updated as appropriate in the interim periods.

Safe Recruitment

All staff working directly for the Village Hall Committee 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
- they should be checked through the Disclosure and Barring Service and a copy of the disclosure (DBS) form kept on the secretary's file.

Any volunteers working for the Village Hall Committee and having unsupervised access to vulnerable users (e.g. running children's entertainment) may also be required to go through these procedures.

Reporting Incidents

The nominated Child Protection and Safeguarding representative, Mrs Sally Skipworth, will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Safeguarding 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 help lines 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.

Ofsted Requirements

If you work as a child minder, 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. (<https://www.gov.uk/government/organisations/ofsted>). These requirements include playgroups, nurseries, after school clubs and holiday clubs, among others.

Useful Procedures

1. All trustees, volunteers and staff will be given information about child protection and should attend introductory level Child Protection training and Safeguarding training where possible.
2. An annual review will take place at the Ordinary Meeting following the Annual General Meeting 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 for the attention of all in the Village Hall and a copy appended to our Standard Conditions of Hire document.
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 Safeguarding 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 that includes appropriate clauses will be entered into for all bookings for licensable activities. The Committee will ensure that these provisions are observed when it is holding any licensable activities. The Committee will give written instructions to those selling alcohol concerning the licensing offences that 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 are in concurrent use 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 the toilets.

Version Control

The Committee adopted this document on Tuesday, 13th June 2023, with the next formal review being due in May 2024.