

# BUXHALL VILLAGE HALL MANAGEMENT COMMITTEE

(Registered Charity No: 304724)

**Mill Road, Buxhall, Stowmarket, Suffolk, IP14 3DS**

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## Child Protection and Vulnerable Adult Policy

### Introduction

Buxhall Village Hall Management Committee recognises and values children (anyone under the age of 18 years), young people and vulnerable adults as equal partners in the work and life of the Buxhall Village Hall. The Management Committee desires to encourage children, young people and vulnerable adults in the use of the Village Hall and its facilities equally with other people.

All children and vulnerable adults without exception have the right to protection from abuse, whether physical, verbal, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children and vulnerable adults who utilise Buxhall Village Hall and its facilities will not be permitted or tolerated.

The Management Committee takes seriously its obligations to protect and safeguard the welfare of children, young people and vulnerable adults whilst undertaking activities which are defined in the Scheme of the Village Hall and has a duty to safeguard children and vulnerable adults who utilise the Hall and its facilities, 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.

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## Policy Statement

1. No member of Buxhall Village Hall Management Committee will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure and introductory Child Protection or Vulnerable Adults Protection training. It is recognised that Buxhall Village Hall Management Committee do not supervise children or vulnerable adults as part of their function within the committee.
2. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
3. Buxhall Village Hall Management Committee and volunteers will be made aware this policy, child protection and vulnerable adult issues.
4. Buxhall Village Hall Management Committee has nominated the Secretary as the child protection and vulnerable users representative to who any suspicions or concerns should be reported. This persons' details can be found on the web site at <http://buxhall.onesuffolk.net/admin> or on the noticeboard outside the Hall.
5. The Buxhall Village Hall 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. Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required should show their registration and their own Child and Vulnerable Person 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. Users hiring the Hall for activities for children / vulnerable adults will be required to show their certificate from the Disclosure and Barring Service to the Booking Secretary and their certificate number will be recorded. Any delegation of that hirer to other people to supervise the children / vulnerable adults is the responsibility of the hirer and Buxhall Village Hall Management Committee will not vet these delegates.
8. The only exception to the above is when Buxhall Village Hall is hired out for a private children's party. Buxhall Village Hall Management Committee takes no action to vet the person(s) hiring the Hall for these one off events.
9. Where children (under the age of 16 years old) attend public events at Buxhall Village Hall they must be accompanied by a parent or appropriate adult who will maintain responsibility for them.
10. The Buxhall Village Hall Management Committee will ensure that hirers are made aware that alcohol should not be consumed by those under the age of 18. The Buxhall Village Hall Management 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.

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## Procedures

1. All members of Buxhall Village Hall Management Committee and volunteers will be given information about child protection and made aware of this policy and understand their responsibilities.
2. A copy of the policy is to be made available on request to hirers.
3. 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.
4. The Buxhall Village Hall Management 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.
5. A hiring agreement which includes appropriate clauses will be entered into for all hirings for licensable activities. The Buxhall Village Hall Management Committee will ensure that these provisions are observed when holding any licensable activities itself.
6. 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.
7. The Buxhall Village Hall Management Committee nominated Child Protection and Vulnerable Adult representative 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 concern.

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