

Safeguarding Policy

Introduction

The following policy & procedures are in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults have the right to protection from abuse whether physical, verbal, sexual, bullying, grooming, exclusion or neglect.

Our Responsibilities

All people associated with the Village Hall and its use have a **responsibility** for the safeguarding of children and vulnerable adults.

No Committee Member, outside contractors, hirers or volunteers will have unsupervised access to children or vulnerable adults unless in possession of appropriate clearance such as DBS.

Users hiring the Hall for activities for children/adults at risk will be required to show their certificate from the Disclosure and Barring Service, Safeguarding & First Aid Training, to the Lettings Officer and their certificates will be recorded. Not only the hirer but any adult needed to satisfy ratio requirements will also be required to show their certificate from the Disclosure and Barring Service, Safeguarding & First Aid Training, to the Lettings Officer and their certificates will be recorded. Any delegation of that hirer to other people to supervise the children/adults at risk is the responsibility of the hirer and WCCVH Committee will not vet these delegates. 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 Adult Protection Policy.

The Committee will ensure that all hirers/users of the Hall are aware that any safeguarding of children or vulnerable adults is the **responsibility** of the hirers.

Hirers need to be aware that facilities such as the toilets might be shared with other groups/users and that appropriate supervision/arrangements should be made.

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 and 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.

Where children (under the age of 16 years old) attend public events at WCCVH they must be accompanied by a parent or appropriate adult who will maintain responsibility for them.

Acceptance of the Village Hall's safeguarding policy is part of the agreed contract taken out on hiring the Hall.

WYBOSTON, CHAWSTON & COLESDEN VILLAGE HALL

Safeguarding Procedures

1. All members of WCCVH Committee will be given information about child protection and made aware of the Safeguarding Policy and understand their responsibilities.
2. Committee Members, volunteers, hirers & anyone working at the Village Hall will be asked to read (on the website) the Safeguarding Policy/Procedure. A hardcopy of this is to be made available on request & an information leaflet will be displayed on the Notice Board.
3. Anyone wishing to provide any activities children/vulnerable adults will need to provide all the required documentation outlined in the Policy.

All suspicions or allegations of abuse against a child or adult will be taken seriously and dealt with speedily and appropriately.

Reporting a Safeguarding Concern

1. **Inform the Safeguarding Officer:** Emma Martillo
2. **If the Safeguarding Officer is unavailable refer to the leaflet on the Notice Board or this information on the website and contact:**
 - a) The Local Authority - Beds Borough, Multi Agency Support Hub (MASH) on **01234 718700** (office hours) or **0300 300 8123** (out of hours)
Email: multiagency@bedford.gov.uk
 - b) Police – call 101 for information and reporting and call **999 for an emergency**

Safeguarding Policy & Procedure			
Date Created	29/02/2020	Chairperson Signature	
Date Reviewed		Chairperson Signature	
All Policies & Procedures will be reviewed and amended by the Committee as needed. NO Policy or Procedure will go more than 2 years without a review.			