

Camerton Community Hall

Safeguarding Vulnerable Users & Child Protection Policy

Vulnerable Users & Child Protection Officer: Sue Wells

The Management Committee is committed to creating and maintaining the safest possible environment for the enjoyment of its users. This policy applies to all users of the Camerton Community Hall, the adjoining showers/changing rooms, the Spinney and the Recreation Field. All members of the Management Committee, hirers, service providers and volunteers have a duty of care to safeguard vulnerable users of the hall and premises as well as those who may come into contact with vulnerable users, which means that the safety of those who cannot read warning signs, who are frail or physically less able needs to be borne in mind.

Principles

The welfare of a child, young person or vulnerable adult is paramount and is the responsibility of everyone. All children, young people and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect.

Reporting Incidents

Any concerns regarding the safety of a vulnerable person or those relating to discriminatory, financial violation or exploitation of a vulnerable person or any suspicions or allegations of abuse should be reported to the appointed Vulnerable Users & Child Protection Officer, which will be dealt with speedily and appropriately.

Camerton Community Hall's appointed Vulnerable Users & Child Protection Officer, Sue Wells, will report any concerns to either:

- B&NES Children & Families Assessment Intervention Team – 01225 396312/313.
- Out of Hours Emergency Duty Team – 01454 615165
- B&NES Adult Specialist Adviser – 01225 396000

During an event, if any hirer or visitor to the hall has reason to believe that a child is at risk of harm they should call using the numbers above for advice and know that their call will be acted upon.

Action should be taken in line with and an awareness of the following legislation:

- B&NES Local Safeguarding Children's Board guidance (LSCB)
- South West Child Protection Procedures (SWCPP)
- Working Together to safeguard Children 2015
- What to do if you are worried a child is being abused 2015
- Action on Elder Abuse – helpline 0808 808 8141
- NSPCC Guidance on Child Protection records, retention and storage
- Prevent Duty - channelsw@avonandsomersetpolice.pnn.uk or 0117 9455539

Record Keeping

The Data Protection Act states that: Personal information held by agencies must be obtained and processed fairly and lawfully and stored securely. It must be accurate, proportionate to the purpose, not held longer than necessary and may only be disclosed in appropriate circumstances.

Policy Statement

1. No member of the management committee, contractors, visitors or other volunteers will have unsupervised access to children, young people or vulnerable adults unless they have a current relevant DBS Certificate working in a regulated activity and have LSCB Introductory Child or Vulnerable Adults Protection training.
2. A Camerton Community Hall Management Committee member will be appointed at the AGM to act as Vulnerable Users & Child Protection Officer until the date of the following AGM and who will be responsible for dealing with suspicions or allegations of abuse
3. The Vulnerable Users & Child Protection Officer will be encouraged to undertake LSCB Introductory Child Protection and/or Protection of Vulnerable Adults training.
4. All management committee members, volunteers, hirers and members of the public who use the hall will be made aware of the Safeguarding Vulnerable Users & Child Protection Policy and procedures adopted by the Camerton Community Hall Management Committee, a copy of which will be made available to all Hall users.
5. The management committee will keep the premises safe for use by children and vulnerable groups. The committee recognises that a higher standard of safety is required where small children, people who are partially sighted or physically disabled use the hall.
6. Any volunteer or anyone recruited to work at the hall will need to have complete an application form showing their full employment history with at least two references. If working directly with vulnerable groups in a regulated activity they must be DBS checked.
7. Any organisation or individual hiring the hall for the purposes of holding activities where Ofsted registration is required should show their registration. They should follow safer recruitment processes.
8. Camerton Community Hall's Hire Agreement requires that all organisations using the hall to provide activities or services for children, young people or vulnerable adults, demonstrate that they have an approved Safeguarding Policy in place.
9. Hirers will be made aware of their obligations under the Licensing Act 2003 and asked to complete a Licensable Activities Agreement to ensure that alcohol is not sold to those under the age of 18. No children may be admitted to films when they are below their age classification for the film or show.
10. For publicity purposes, only photos where children and young people cannot be identified should be used or when written/verbal permission has been obtained from the parents/carers.
11. A copy of this policy to be available at www.camertoncommunityhall.co.uk, displayed at the hall and made available to hirers on request.
12. This Safeguarding Vulnerable Users & Child Protection Policy will be reviewed annually after the AGM and updated as necessary in the interim.

Useful Procedures:

1. All trustees, volunteers and staff will be made aware of vulnerable users and child protection including this Vulnerable Users and Child Protection Policy.
2. An annual review will take place following the AGM and required updates made. New trustees, volunteers and staff must be given an induction and understand their responsibilities.
3. A copy will be available on the Camerton Community Hall website, made available on request to hirers and displayed for the attention of all who use the hall.

4. Organisations hiring the hall to provide activities for children, young people and vulnerable adults will display their Child Protection Policy/Vulnerable Adults Policy and if working in a regulated activity, will need to provide evidence of a DBS check.
5. All hirers will be made aware of this policy.
6. The Management Committee will require all hirers/users of the Hall to report any damage, breakages or safety issues needing attention to the Booking Secretary who will inform lead persons/initiate any actions. These will be dealt with as soon as practically possible, with provision to prevent access by vulnerable persons pending repair/replacement if necessary.
7. A Hire Agreement, which includes appropriate clauses, will be entered into for all hiring's for licensable activities. The Management Committee will observe that these provisions are observed when holding their own licensable activities. A written Licensable Agreement and instructions will be given to those selling alcohol concerning offences that must be avoided.
8. No member of the management committee, contractors, visitors or other volunteers will have unsupervised access to children, young people or vulnerable adults unless they have a current relevant DBS Certificate working in a regulated activity and have LSCB Introductory Child or Vulnerable Adults Protection training. Supervision will be arranged if necessary.
9. If the Hall is to be used by more than one hirer, the attention of all hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets and/or changing rooms and shower.

Guide to Appendices available on request:

Appendix A – Forms and signs of abuse (children)

Appendix B – Forms and signs of abuse (vulnerable Adults)

Appendix C – Guidelines for dealing with abuse or signs of abuse

Appendix D – Recording and Reporting Incident Form