



THE NARTH & DISTRICT VILLAGE HALL (“the Hall”)

Policy for Safeguarding Children, Young People and Vulnerable Adults (“the Policy”)

INTRODUCTION This Policy applies to all who use the Hall and grounds. The Hall is run completely by volunteers. There are no staff. The building and grounds are unmanned most of the time. They are used by hirers without Committee members or volunteers in attendance.

The Policy will be reviewed every 2 years and updated when necessary. Current and new Committee members will be given a copy of this Policy to ensure they understand their responsibilities. Full compliance with this Policy is a condition of any booking or use of the premises.

PURPOSE AND SCOPE The Committee and volunteers have a duty to safeguard vulnerable users of the Hall and grounds. The purpose of this Policy is to ensure that all users are aware of their responsibilities with regard to protecting and safeguarding any children, young people or vulnerable adults who may either visit or participate in any activities held at the Hall.

Part 1: Policy Statement

1.1 The Hall aims to provide an environment in which children and vulnerable adults are safe from abuse, and in which any suspicion of abuse is promptly and appropriately responded to. Whilst the Hall does not normally run any children’s clubs or activities, or have unaccompanied contact with children under the auspices of the Hall, they will comply with this Policy where applicable and require that every hirer whose hire involves children or vulnerable adults has a policy that complies with current legislation and requirements.

1.2 The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. The Hall has responsibility to ensure that anyone who runs events or activities specifically for children, young people or vulnerable adults has the appropriate levels of disclosure, supervision and training.

1.3 Groups and individuals hiring the Hall are responsible for their own safeguarding arrangements. A hiring agreement (Booking Form) which includes appropriate clauses will be entered into for all hiring. This Policy will be displayed in the Hall and made available, through the Booking Form, to all adults who book the Hall for any activities, including any Committee members who run events or activities in the Hall.

1.4 The Committee will endeavour to keep the premises safe for use by children and vulnerable adults. It 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.

1.5 The Hall will follow safe recruitment procedures as required by legislation and Charity Commission Guidelines.

1.6 A Safeguarding Representative to whom any suspicions or concerns should be reported, will be nominated at each AGM. Please contact the Hall Secretary in the first instance narthsecretary@gmail.com.

It is recognised that some private events may fall outside specific legislative requirements but the hirer will still be expected to ensure that safe processes, overseen by appropriate responsible adults (preferably the parents or nominated guardians of the children and, if applicable, the vulnerable adults concerned) are in place.

Part 2: Responsibilities of Hirers

2.1 Any organisations or individuals hiring the premises to hold activities involving children under 18 or vulnerable adults are confirming by signing the Booking Form that they have appropriate safeguarding in place.

2.2 The Hirer is responsible for ensuring that any activities for children or vulnerable adults comply with relevant legislation and that only fit and proper persons have access to the children/vulnerable adults. This will include, before the event, a Child Protection Policy or a Vulnerable Adults Protection policy, and where necessary, ensuring that valid Disclosure and Barring Service certificates are in place. The Hirer takes full responsibility for anyone that they may employ, engage, contract or expect to look after or interact with children/vulnerable adults. (Full details of the Disclosure and Barring Service and its application to both employees and volunteers can be found on the [GOV.UK website](https://www.gov.uk))

2.3 Any organisations or individuals hiring the premises to hold activities where Ofsted/Estyn registration is required should show their registration and their own Child Protection Policy before the event takes place.

2.4 Hirers will be made aware via the Booking Form of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. Also 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.

2.5 For all events, including private ones, the level and type of supervision must be appropriate to the age group and abilities of the children/vulnerable adults. (The [NSPCC Factsheet 'Recommended Adult to Child Ratios When Supervising Children'](#) offers further guidance.

2.6 The Committee will require hirers to report any damages, breakages or safety issues needing attention to the Chair. These will be dealt with as soon as practicable to prevent access by children and vulnerable adults.

Part 3: Procedures for Safeguarding

3.1 All activities at the Hall should be subject to an initial risk assessment by the Committee/Hirer to determine the level of risk and to identify the appropriate safeguarding action.

3.2 The Hall requires that anyone who has unaccompanied contact with children or vulnerable adults at the Hall, other than a parent/carer, shall hold a valid DBS certificate.

3.3 All Committee members and volunteers should inform themselves about their child protection roles and responsibilities. None of these shall have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure and received introductory Child Protection or Vulnerable Adults Protection training.

3.4 Any North & District Village Hall organised events/activities where unsupervised children, young people or vulnerable adults are present will have at least one committee member with appropriate experience, training and full DBS check in attendance.

3.5 Any hirers working with children or vulnerable adults on a regular basis should have an approved Child Protection or Vulnerable Adults Protection policy.

3.6 Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision must be arranged.

Occasional hirers, e.g. for children's parties, do not require their own approved policy but will need to observe the requirements of this policy.

Part 4: Reporting Incidents

4.1 If any member of the Committee or Hall user has concerns about the behaviour or actions of anyone associated with the Hall they should immediately inform the named Safeguarding Advisor or Committee representative.

4.2 Where abuse is suspected, depending on the circumstances, parents/carers shall normally be the first point of reference. Whenever a parent or carer is suspected of being involved in abuse, the nominated safeguarding person will be the first point of reference. All suspicions and investigations will be kept confidential and shared only with those who need to know.

4.3 The nominated Safeguarding Advisor should respond to any concerns 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.

4.4 If a disclosure is made to a Hall user it will be recorded. Leading questions should not be asked but a clear, dated, factual record made of what has been disclosed. If a concern is noticed, (such as evidence of physical abuse, severe neglect or distress), this should be reported in the same way as for disclosures.

4.5 The nominated Safeguarding Advisor will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency, to Police or Health Authorities as appropriate.

4.6 The nominated Safeguarding Advisor should:

- know who to contact at the Local Authority (Monmouthshire Safeguarding Team Manager 07795 334986)
- know who to contact in Social Services for advice and referrals (Monmouthshire Duty Social Worker 01291 635669, SE Wales Emergency Duty Team 0800 3284432)
- know about helplines and other sources of help for children and young people and vulnerable adults

Once the matter has been referred to the named person they will take the necessary action and follow up cases. It is not usually appropriate to feed back to the individual making the disclosure. If the

individual making the referral feels that insufficient action/follow up has taken place they should inform the Committee immediately.

Confidential records will be kept of the allegation and of all subsequent proceedings. These will be stored securely.

Further advice or support

[South East Wales Safeguarding Children Board](#)

[NSPCC](#)

NSPCC Child Protection Helpline – 0808 800 5000.

[Save the Children](#)

[Vulnerable Adults Protection: Action on Elder Abuse](#) Helpline 0808 808 8141 or 01600 773041

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable people:

Children's Act 1989 (as amended)

Children's Act 2004

The Children and Social Work Act 2017

The Safeguarding Vulnerable Groups Act 2006

Working Together to Safeguard Children 2018

Keeping Children Safe in Education 2018

GDPR and the Data Protection Act 2018

Childcare Regulations 2018

All-Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from abuse 2013

Equality Act 2005

Sexual Offences Act 2003

Protection of Freedoms Act 2012

wales.gov.uk: Children and Young People