



# Harriston Village Hall CIO

## **SAFEGUARDING POLICY STATEMENT – CHILDREN AND VULNERABLE ADULTS**

Harriston Village Hall CIO, (the 'Trustees') manages premises at Harriston Village Hall which can be used to provide activities for children and vulnerable adults.

It is the intention of the Trustees to ensure that children and vulnerable adults who come into the premises are provided with a safe and secure environment and are protected from harm.

The Trustees requires that the same responsibilities and conditions of hire which apply for the use of the hall in general also apply to use for activities for children and vulnerable adults (i.e. health and safety and fire regulations etc.). In addition, the Trustees have set out conditions in Appendix 1 of this policy which the Hirer must comply with for activities that include children and/or vulnerable adults as a condition of hire of the premises.

### Selection

- All applicants to our organisation will complete an application form
- All Volunteers appointed into Harriston Village Hall to work alongside "Children" or "Vulnerable Adult care" positions will be Disclosure checked at Enhanced level.

All Volunteers will be asked to agree to an enhanced disclosure. The Disclosure will be requested prior to the applicant being allowed to work with any Vulnerable Adults in the Harriston

Signed

On behalf of Harriston Village Hall CIO.

Name: Henry Barker

Date: 23<sup>rd</sup> November 2020

Position : Chairman



# Harriston Village Hall CIO

## APPENDIX 1

### CONDITIONS OF HIRE FOR ACTIVITIES INVOLVING CHILDREN AND/OR VULNERABLE ADULTS

#### A. CHILDREN

1. The Hirer must comply and produce evidence to the Trustees of any legal requirements that may relate to their hiring (e.g. playgroups and Ofsted registration).
2. Selection

All applicants to our organisation will complete an application form

All Volunteers appointed to work with "children" positions will be Disclosure checked at Enhanced level.

3. All Volunteers will be asked to agree to an enhanced disclosure. The Disclosure will be requested prior to the applicant being allowed to work with any Children in the Harriston village hall.

#### 4. Child Protection

- i. The Trustees will ensure that any committee members/volunteers who are likely to be in unsupervised contact with child based groups in the premises) will be required to be checked under the DBS Disclosure Barring Services as part of the conditions of their volunteering to work alongside children.
- ii. Hirers for activities, other than those arranged as private events e.g. parties by private invitation, must produce copies of their child protection procedures and all adults i.e. trainers, teachers, scout leaders, coaches and their assistants including volunteers will need to have checks under the DBS Disclosure Barring Services. Many people already involved in children's activities are aware of these procedures and most sporting and national bodies (such as scouting, karate etc.) may have such checks already in place for their members. The Trustees' nominated representative will need to see this check, a copy of which is held by the individual. It may suffice but each potential hirer is reviewed individually and in confidence and a repeat check may be required.
- iii. It is the responsibility of the Hirer to ensure that any person who has contact with the children in their care is never left alone with a child unless they have been checked with DBS Disclosure Barring Service.



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## 3. Employment of Children

The Trustees comply with legislation relating to the employment of children and Hirers are expected to do the same. Special risk assessments will also be required.

## 4. Young People – parties and clubs

A Guidance Note relating to arrangements for private events (e.g. children’s birthday parties) is attached which the Hirer is advised to follow. Please note that the Hire Agreement can only be signed by persons over 18 years of age.

## 5. Children Left Behind

In the event that a child is not collected from an activity or event, the responsibility for dealing with this situation rests with the Hirer who, if necessary, must seek the advice or the involvement of the Police or other authorities.

## B. VULNERABLE ADULTS

1. The Trustees extends the same duty of care in relation to vulnerable adults (elderly, mentally and/or physically disabled) as to children. The Trustees may, in certain circumstances, require the Hirer to comply with the requirements of Paragraphs 1 and 6 in relation to vulnerable adults.

2. The premises provide access and facilities designed to facilitate use by vulnerable adults including those using wheelchairs but hirers must satisfy themselves that the premises and its facilities are suitable for their users.

### Selection

- All applicants to our organisation will complete an [application form](#)
- All Volunteers appointed to work with “Vulnerable Adults” will be Disclosure checked at Enhanced level.

All Volunteers will be asked to agree to an enhanced disclosure. The Disclosure will be requested prior to the applicant being allowed to work with any Vulnerable Adults in Harriston Village Hall.



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## **Advice to parents and organisers of events involving children under 16 years of age.**

- Be fully prepared for emergencies – see Standard Conditions of Hire.
- Admit by invitation or ticket only, ensure gate crashers cannot gain entry.
- Ensure there is adequate adult supervision with minimum of 2 persons at all times.
- Bring a mobile phone to summon support if you need it.
- Set clear rules and enforce them i.e. no children in kitchen, none allowed outside building etc.
- Keep a record of children attending the party and keep it with you in case of fire, if you have to evacuate the building you will know if everyone is outside or identify anyone missing.
- You do not provide alcohol (watch for smuggling attempts).
- You regularly check toilets and cloakrooms.
- You enforce the no smoking ban.
- You decide in advance how you will deal with a child who is not collected at the end of the activity.
- In the interests of child protection, it is best not to leave a child alone with an adult that is not that child's parent or guardian.

This advice should be helpful in ensuring you have a successful event for all.