



# Nether Heyford Village Hall

Registered Charity, No. 304256

## Nether Heyford Village Hall Safeguarding Policy

### **Statement of commitment**

The welfare of children and vulnerable adults is paramount and is the responsibility of everyone. All children and vulnerable adults, regardless of gender, age, ethnicity, disability, sexuality, religion or faith, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect.

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### **Policy statement**

We consider any individual under the age of 18 to be a child for the purposes of this policy. Vulnerable adults are those aged 18 and over who receive or may need support, to live in the community, or who may be unable to protect themselves from harm or exploitation by others. This may be as a result of learning of physical disability, a physical or mental illness (including an addiction to drugs or alcohol) or a reduction in physical or mental capacity.

Nether Heyford Village Hall does not run its own activities which bring trustees or other volunteers into regular contact with children or vulnerable adults.

The responsibility for the welfare of children and vulnerable adults while at the village hall rests with the organisation or individual hiring the hall or meeting room. Users are required to demonstrate their commitment to safeguarding as follows,

- Organisations, (groups, clubs, societies) regularly using the hall, who are affiliated to a national organisation, e.g. Women's Institute, shall provide a copy of their organisation's Safeguarding Policy to the Village Hall Management Committee. A copy of the policy shall be provided to the booking secretary in January each year when confirming the contact details for the organisation.
- Organisations that are not part of a national group are required to provide written confirmation to the hall management committee, that they have

appropriate safeguarding arrangements, or a copy of their own policy where available.

- The organiser of a one-off hiring of the hall for an event where tickets are sold for entry, must confirm by signing the terms and conditions of booking, that they have appropriate safeguarding arrangements in place.
- Any organisations or individuals hiring the hall for the purposes of holding activities specifically involving children or vulnerable adults are required to provide a copy of their Safeguarding Policy to the Village Hall Management Committee at the time of booking.
- An individual hiring the hall for an event with invited family members or friends is not required to produce a safeguarding policy.

A Safeguarding policy must be clear on what the organisation will do to keep children and vulnerable adults safe during the time that they are using the village hall.

Copies of Safeguarding policies received shall be held on file by the Secretary to the Management Committee.

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### **Responsibilities of the Trustees**

Trustees who have contact with users while in the village hall, will need to be familiar with the policy and procedures of the user and follow them when in the hall.

The trustees recognise that a higher standard of safety is required where use of the hall is made by children, those who cannot read safety notices, the physically disabled or vulnerable adults and will endeavour to keep the premises safe for use by such individuals.

All suspicions or allegations they may have, or receive, 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, will be taken seriously and dealt with speedily and appropriately.

This policy will be reviewed annually and updated as appropriate in the interim periods. Hall users will be made aware of any changes.

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### **Reporting suspicions or allegations**

Trustees have responsibility for reporting concerns that arise to the appropriate local authority agency. Before reporting a concern, the trustee may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions.

Trustees should know;

- whom to contact at the local authority
- whom to contact in Social Services for advice and referrals
- about helplines and other sources of help for children and young people and vulnerable adults

Trustees will be given an induction to this policy to understand their responsibilities and who to refer to in the event of suspicions or allegations being received.

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### **Other considerations for Trustees**

This policy will be prominently displayed in the village hall for the attention of all users, and a copy will be made available to users upon request.

Contractors engaged to carry out work at the premises will not be allowed unsupervised access to children or vulnerable adults. Whenever possible work should be undertaken when the hall is not in use. Appropriate supervision will be arranged if it is necessary to carry out work when the hall is occupied.

Trustees visiting the hall when it is use, must avoid unsupervised access to children or vulnerable adults. On arrival they must introduce themselves to the organiser/hirer and comply with the Safeguarding policy of the group.

The supervision of all users of the hall remains the responsibility of the people who hire the hall and have signed the terms and conditions of booking.

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Policy adopted by the Trustees at their meeting on 4th June 2019

Signed by the Chairman Allyre Wilson

Next review date: June 2020

**More information can be found at:**

<https://www.gov.uk/government/news/safeguarding-is-a-key-governance-priority-for-all-charities-regulator-reminds-trustees>

<https://www.gov.uk/government/news/regulatory-alert-to-charities-safeguarding>

<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>