

## **Vulnerable Persons Policy – Latchingdon Village Hall and Pavilion Hire**

This policy applies to users of the village hall, the Pavilion and Playing Fields Hire. All King George V Playing Field and Village Hall Charity Committee members, staff and volunteers have a duty to safeguard vulnerable users of the hall and its premises and those who may come into contact with vulnerable users. (Vulnerable users could include: children, young people, adults with learning difficulties or physical disability, frail, elderly people and carers).

They should respond to any concerns they may have 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.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

### **Principles**

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children will not be permitted or tolerated.

### **Policy Statement**

1. No member of the trustees, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure (see box below) and introductory Child Protection or Vulnerable Adults Protection training.
2. All suspicions or allegations of abuse against a vulnerable adult or child will be taken seriously and dealt with speedily and appropriately.
3. All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues, and should be offered introductory training where appropriate.
4. There will be a nominated and named Vulnerable Users representative to whom any suspicions or concerns should be reported. This person is the Parish Clerk until further notice.

5. The Village Hall committee will endeavor to keep the premises safe for use by children and vulnerable adults. The committee 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.

6. Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required (see table below) should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.

7. 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 anyone without a license being purchased first and that alcohol is never sold to those under the age of 18.

The committee will ensure that hirers are aware 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.

8. These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

### **Useful Procedures**


1. All trustees, volunteers and staff will be given information about child protection and should attend introductory level Child Protection training and Protection of Vulnerable Adults training where appropriate.

2. An annual review will take place following the AGM to allow for any adjustments to make policies and or procedures up-to-date. New trustees, volunteers and staff must be given an induction to this policy and understand their responsibilities.

3. A copy of the policy will be displayed for the attention of all in the village hall and made available on request to hirers, as well as on the Parish Council website..

4. Organisations hiring the hall for activities for children will be asked to show their Child Protection policy before the first booking commences. Individuals hiring the hall for activities for children will be made aware of this policy.

Organisations hiring the hall for activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring the hall whose activities may involve vulnerable adults will be made aware of this policy.



5. The committee will require hirers to report any damage, breakages or safety issues needing attention to the booking secretary, who will inform the appropriate people. These will be dealt with as soon as practicable, in the light of the circumstances, with provision to prevent access by children and vulnerable adults pending repair where appropriate.

6. A hiring agreement which includes appropriate clauses will be entered into for all hiring's for licensable activities. The committee will ensure that these provisions are observed when holding any licensable activities itself and give advice via a document to those selling alcohol concerning the licensing offences which must be avoided.

7. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary. If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.