

## **PROTECTION POLICY FOR CHILDREN AND VULNERABLE ADULTS**

### **PRINCIPLES**

The welfare of children and vulnerable adults 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 any vulnerable person will not be permitted or tolerated.

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

A copy of this policy will be displayed for the attention of all in the village hall and made available to hirers.

Penruddock Village Hall Committee, its volunteers and staff have a duty to safeguard vulnerable users of the hall and those who may come into contact with vulnerable users. 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.

### **POLICIES**

#### **1. Policy – no unsupervised access**

No trustee, employee, volunteer or other helper will have unsupervised access to children or vulnerable adults.

#### Procedure

All trustees, employees, volunteers and other helpers will be made aware of this policy and the relevant vetting procedures. The trustees must follow safe recruitment practices.

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.

#### **2. Policy – users to be made aware of policy**

Users of the hall will be made aware of the policies for the protection of children and vulnerable adults that have been adopted.

#### Procedure

Hirers must ensure that any activities for children and vulnerable adults are provided only by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, hirers must provide the Committee with a copy of their safeguarding policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

Organisations hiring the hall for activities for children or vulnerable adults must provide a copy of their protection policy to the Committee before the first booking commences if so requested. Individuals hiring the hall for activities for children or vulnerable adults will be made aware of this policy.

### 3. Policy – appointed person

A trustee will be appointed to be responsible for child and vulnerable adult protection matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant protection agency.

#### Procedure

The appointed person is Debbie Jackman. The appointment will be reviewed at the AGM.

### 4. Policy – handling of suspicions and allegations

All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.

#### Procedure

If any user of the hall has concerns about the actions of anyone associated with the hall they should record the concern in a clear and factual matter and immediately inform the appointed person.

Anyone acting in an unsafe or unwise manner may be subject to referral to the relevant authorities.

The appointed person will:

- know who to contact at the local authority;
- know who to contact in Social Services for advice and referrals;
- know about helplines and other sources of help of children and vulnerable adults;
- ensure that there is an environment which provides the opportunity for any concerns regarding the protection of children and vulnerable adults to be raised.

The Committee will seek to protect anyone raising a concern regarding the protection of children and vulnerable adults in accordance with the Penruddock Village Hall Whistleblowing Policy. However, confidentiality cannot be promised in any case where an individual may be in danger of any form of abuse. The appointed person may without reference to any person seek assistance from or make referral to any relevant authority for them to advise or take any further action.

### 5. Policy – trustees and volunteers

All trustees and volunteers will be required to become aware of the issues surrounding children and vulnerable adults.

#### Procedure

Copies of the relevant Acts and Department of Health guidelines will, if necessary, be held by the trustees as reference materials for volunteers. Appropriate training for trustees will be encouraged. Appendices A, B and C in ACRE's Information Sheet 5 (Village halls, children and young people) should be made available to all trustees, volunteers and helpers.

### 6. Policy – safety of premises

The Committee will endeavour to keep the premises safe for use by children and vulnerable adults. The Committee recognises that a higher standard of safety is required when the hall is used by small children and those who may not be able to read notices such as adults with physical or learning disabilities.

### Procedure

The Committee will carry out regular health, safety and fire assessments in line with current legislation. The Committee will require hirers to report any damage, breakages or safety issues need attention to the appropriate trustee and such issues will be dealt with as soon as practicable.

#### 7. Policy – licensing obligations

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 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 on show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

### Procedure

The Terms and Conditions for hiring the hall will set out the obligations on hirers with regard to alcohol and other licensed entertainment.

#### 8. Policy - review

These policies and procedures will be reviewed regularly.

### Procedure

These policies and procedures will be reviewed annually following the AGM. New trustees and volunteers will be made aware of their responsibilities in matter of protection for children and vulnerable adults.

### **ADDITIONAL INFORMATION**

More information can be accessed on Cumbria County Council's website. Any member of the public with a concern about a child should contact Cumbria Safeguarding Hub on 0333 240 1727.

For advice or to report a concern about the safeguarding of a vulnerable adult, contact Adult Social Care, PO box 224, Penrith CA11 1BP.

Email: [penrithssd@cumbria.gov.uk](mailto:penrithssd@cumbria.gov.uk)

Tel: 0300 303 3249

Penriddock Village Hall Committee

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