

# DRAFT

## **FVH DESK OPERATING PROCEDURE**

Serial No	Title	Sponsor
005	<b>FOSTON VILLAGE HALL SAFEGUARDING POLICY</b>	Committee

### **INTRODUCTION**

1. This Safeguarding Policy is the Foston Village Hall Committees' commitment to ensuring the Village Hall is a safe place for everyone and in particular Children, Young People (YP) and Vulnerable Adults (VA). Through this safeguarding instruction we hope to raise awareness to visitors and user group alike to ensure that any areas of concern are reported accordingly and formally acted upon.
2. The Committee will ensure that it apply the necessary Due Diligence across all areas of the hall and activities, to meet the requirements of Safeguarding.

### **SAFEGUARDING**

3. Children and vulnerable adults have the right to be protected from harm. We and the user groups, including private bookings; working with children, YP and VA's must have a clear set of guidelines in how you will:
  - Keep children (to include YPs and VA's) safe.
  - Respond to child protection concerns.

### **POLICY STATEMENT**

4. No member of the Committee, helpers or other volunteers will have unsupervised access to children or vulnerable adults unless they have been DBS Checked and trained.
5. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
6. The Committee will endeavour to keep the Hall safe for use by children and/or VA's and recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled children and adults.
7. Any organisations or individuals hiring the Hall or meeting room for the purposes of holding activities where Ofsted registration is required, 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.
8. 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.
9. On Village Hall Social Night where families are in attendance, Children must vacate the village hall by 9pm
10. These policies and procedures will be reviewed annually and updated as required.

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11. A hiring agreements which include appropriate clauses, will be entered into for all hiring's of a licensable activity.

12. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or VA's. Appropriate supervision will be arranged if necessary.

13. All users are to make themselves familiar with the Village Hall Site Survey and Risk Assessment (Notice Board). If you are a user group and you have your own Corporate Risk Assessment, please forward a copy for inclusion into the Hall Risk Assessment.

### DISCLOSURE

14. If a child or YP start to share their experiences of abuse (Disclosure) this could be a series of things: Disclose could be made direct or indirectly (talking around it). In all cases, Disclosure must be taken seriously:

- Make Notes.
- Give Reassurance, "they have done the right thing to tell someone", explain what you are going to do.
- Get advice from your Safeguard Lead or contact the NSPCC helpline for advice and guidance (NSPCC 0808 800 5000)
- Further information and guidance on Safeguarding Issues can be found at the following website <https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse#article-top>

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CNR PREIRA  
Chairman  
FVH Committee

Dated 4<sup>nd</sup> February 2021