

# Ashton Keynes Village Hall

## Safeguarding Policy



### Introduction

The Village Hall is a Registered Charity and therefore managed by its trustees. The primary objective of the Charity is the provision and maintenance of a Village Hall for the use of the inhabitants of the Parish of Ashton Keynes without the distinction of political, religious or other opinions. The Management Committee (the Managing Trustees) aims to provide a safe and secure venue for a wide range of services, activities and events. It is hired by a number of regular groups and is also available for one-off bookings. The Committee organises very few events or activities itself.

This policy sets out the Committee's responsibilities in its role as managers of the premises and the responsibilities of hirers for the safeguarding of potentially vulnerable users. Note that anyone hiring the Hall for group activities involving attendance by more than one person should ensure they have their own safeguarding arrangements.

### Statement of Principle

The Committee believe that everyone, without exception, should be free from abuse on Hall premises, whether physical, verbal, sexual, bullying, exclusion or neglect. Such behaviour will not be permitted or tolerated in any circumstances.

This policy deals specifically with the safeguarding of vulnerable people regardless of age, gender, ethnicity, disability, sexuality, religion or faith.

Vulnerable users could include children, young people, adults with learning difficulties or physical disability, frail/elderly people.

All members of the Committee and anyone hiring the Hall have a duty to safeguard vulnerable users of the Hall.

They will respond appropriately as set out in this policy to concerns they are made aware of about the physical, sexual, emotional or psychological safety of a vulnerable person while on hall premises.

No member of the Committee (or anyone operating on their behalf), will have unsupervised access to children or vulnerable adults unless they have been appropriately vetted and trained.

A Trustee will be given responsibility for the implementation of this policy. That person will:

- ensure that all Trustees and anyone operating on our behalf are aware of this policy and their responsibilities under it, identifying relevant training where appropriate
- review this policy and linked procedures annually to ensure they are current and fit for purpose, reporting to the Management Committee at the first meeting after their appointment

- publicise this policy as appropriate to hirers and users of the Village Hall, in particular give easy access to their own contact details for anyone wishing to make enquiries about safeguarding issues
- have appropriate procedures in place to ensure that complaints reported to them are handled promptly, efficiently, sensitively and without fear or favour, and where appropriate are referred urgently to the relevant agency.

At present (March 2021) that Trustee is Rowena Adams and can be contacted at [safeguarding@akvh.org.uk](mailto:safeguarding@akvh.org.uk)

### **Responsibilities of the Management Committee**

The Management Committee will

- endeavour to keep the premises safe for use by vulnerable users
- draw the attention of hirers to this policy and their responsibilities under it
- require hirers to report any damage, breakages or safety issues needing attention to their booking contact. Reports will be acted on as soon as is practicable. Such action may include limiting access to the Hall by vulnerable users pending remedial action
- ensure that appropriate recruitment practices are followed for future employees who may have access to vulnerable users
- ensure that contractors engaged to carry out work on the premises will not be allowed unsupervised access to vulnerable users. Appropriate supervision will be arranged if necessary.

The Committee may require hirers to disclose their safeguarding arrangements before acceptance of a booking for the first time after 1 April 2021. A booking may be refused where adequate protection for such vulnerable groups cannot be shown to the Safeguarding Trustee's reasonable satisfaction.

It is a condition of using the Hall licence for the sale of alcohol that hirers follow the guidance in the documentation provided by the Committee. Where appropriate, hirers must make themselves aware of their obligations under the Licensing Act 2003.

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.

### **Responsibilities of hirers**

Groups and individuals hiring the Hall are responsible for their own safeguarding arrangements.

Organisers of activities attended by vulnerable users must have appropriate safeguarding measures in place before the event.

These measures should include ensuring that anyone with unsupervised access to children or vulnerable adults has been appropriately vetted, and that their vetting registration is current.

Hirers will disclose those measures to their booking contact on request. This does not apply to bookings for private, by-invitation-only events.

Hirers will scrupulously follow all requirements set out in the conditions of using the Village Hall, especially those relating to the welfare and safeguarding of vulnerable users. "After the event" claims of ignorance of any of the requirements will not be accepted.