



Clungunford Village Hall & Green

Children and vulnerable adult policy

Introduction

The Village Hall trustees want children to enjoy their involvement with the Village Hall. This policy is aimed at the trustees of the charity, employees of the charity, village hall volunteers and leaders of organisations using the village hall.

Through this Policy we aim to:

- adopt high standards of child protection
- take all reasonable steps in relation to the safety and welfare of the children who come into contact with the village hall and the activities that take place within it.

The Village Hall shall apply this policy to all children and young people under the age of 18 years. Similar safeguards shall be adopted when dealing with people with learning needs and/or vulnerable people of all ages. All references to child or children throughout this policy should be taken to refer the vulnerable too.

To whom does this policy apply

The policy applies to:

- any employees (including contractors)
- all members of organisations using the village hall
- volunteers
- any other person operating at the Village Hall who a member of the public might reasonably assume was an employee or volunteer.
- trustees

All those covered by the policy have a duty to do everything reasonable in their power to ensure the safety and welfare of children while they are in contact with the Village Hall and to act in accordance with this Policy.

Duties

All adults associated with the hall are expected to:

- Respect the wishes of a child as you would an adult.

- Take all reasonable steps to ensure the health, safety and welfare of any child using the Village Hall.
- Remember that children regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate.
- Be conscious of Child Protection issues in relation to the work you do. Do not carry out any act that could be considered physical, emotional or sexual abuse towards any child.
- Prevent any other person from putting any child in a situation in which there is a significant risk to their health and safety.
- Take immediate action if you become aware of anyone physically, emotionally or sexually abusing a child. Report any evidence or reasonable suspicion to a trustee.

Each organisation or user-group that involves interaction with children while at the village hall must have a nominated child protection person. The hall reserves the right to request copies of relevant Disclosure & Barring Service checks and/or child protection policies of hall users.

Responsibilities

Where children are accompanied by an adult, primary responsibility for the children remains with that person. Trustees, employees or volunteers of the village hall should nonetheless use the Child Protection Policy as the basis for their action and any advice they offer. They should not agree to anything which contravenes the Policy. If, due to illness or another unexpected event, a representative of the village hall is left in charge of a child or group then they should act in accordance with this Policy.

Any person associated with the village hall may assist in activities with children on an occasional basis. They may do so **only** if the group is led by a parent, teacher or other group leader and this responsible person has agreed to the involvement of others.

Golden Rule - Safety in numbers

In as many situations as possible we should aim to ensure that no adult is in a one to one situation with a child. Safety in numbers should be the golden rule, whether the numbers are other children or adults.

Allegations of abuse

You may have a suspicion, or become aware, of evidence of abuse

- by a person associated with the village hall.
- by individual unrelated to the village hall but on hall property
- happening elsewhere, eg at home

In all cases you must:

- Be prompt, calm, assured and professional

- Keep any details strictly confidential and share only on a 'need to know' basis.
- Report the issues as soon as possible to a trustee or to the local Police.

Use of Information relating to children

Information about children eg names and addresses, obtained during activities at the village hall must be treated confidentially. It must be kept securely, stored only as long as necessary and disposed of in a way which maintains their confidentiality.

Discussion of the issues

Open discussion of child protection should be encouraged since this helps to make people more comfortable with the issues involved. Do not keep it under wraps for fear of upsetting or embarrassing people.

Clungunford Village Hall Trustees

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