

Langar cum Barnstone Community Hall

Registered Charity Number: 522237

Safeguarding Policy

Introduction

Langar cum Barnstone Community Hall comprises a main hall, a meeting room, a kitchen, toilets, plant room, storage areas, an outdoor paved area and a car park. It is for use by local groups for regular hiring, and for one-off events such as parties, meetings and entertainment evenings. The hall is managed by Langar cum Barnstone Parish Council (PC) in its role as Corporate Sole Trustee of the Charity, with support from the regular users of the hall. Its physical upkeep is maintained by a part-time paid caretaker. There are no other hall staff and so the hall is unattended in between bookings, other than when the caretaker or PC members are in the hall. Hirers for public events/activities are therefore required to have carried out their own risk assessments and, where appropriate, have their own safeguarding policies and procedures in place.

This safeguarding document is for all members of the Trustee body, other volunteers, any employees and hirers of the hall. It is reviewed biennially and is on display in the hall itself.

The appointed safeguarding representative for the hall is: Sharon Ellis (T: 07984 075016
E: (langarbarnstoneclerk@gmail.com))

Safeguarding position

All activities and events that take place at the hall are organised and run by members of the public (other than meetings of the PC/Trustee). These activities may include children and/or adults at risk, whether known or unknown. The Hall Trustee therefore recognises that all members of the Trustee body, staff, volunteers and hirers have a duty to safeguard vulnerable users of the hall and its premises, and those who may come into contact with vulnerable users. Trustees, staff, volunteers and hirers should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety, or concerns relating to discriminatory or financial violation or exploitation, of a vulnerable person in relation to hall use.

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 adult at risk is paramount and is the responsibility of everyone. All children and adults at risk, 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 person using the hall, will not be permitted or tolerated.

The relevant definitions for the purpose of this document are presented in Appendix 1.

POLICY STATEMENT

1. Any organised clubs, events or regulated activities involving vulnerable persons, will not be permitted to take place in the hall without the hirer first considering the safeguarding implications and making the appropriate provision (e.g., risk assessments, policy changes, introductory training, safe recruitment procedures).
2. Organisers of activities knowingly involving children and/or adults at risk are advised to carry out more stringent recruitment processes when it comes to volunteers or staff. Safeguarding training and/or DBS checks should be considered and carried out if deemed appropriate.
3. The Hall Trustee will keep the premises safe for use by children and adults at risk. The Trustee recognises that a higher standard of safety is required where small children, those who cannot read safety notices and adults at risk, use the hall. Users of the hall organising activities for these groups will be made aware of areas of concern in this regard when being shown the hall and will be expected to risk assess for these and mitigate accordingly.
4. Hirers must be aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. Furthermore, 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.
5. All suspicions or allegations of abuse against any child or adult on hall premises will be taken seriously and dealt with speedily and appropriately, either directly by the Hall Trustee and/or by the relevant user group. Any suspicions or allegations of abuse involving a child or adult at risk made evident (either by disclosure or otherwise) during hall activities, but occurring externally to hall activities will be referred to the relevant bodies. Hirers of public events and activities will need to declare the relevant body in their own safeguarding policies and detail their own referral procedures. Members of the Hall Trustee will report any such incidents to the safeguarding representative who will then make the necessary referrals to the relevant Nottinghamshire body (see point 7 below⁸⁺⁹). Advice on how to handle disclosures from a child or vulnerable adult can be found at the end of this document (Appendix 2).
6. The supervision of all groups using the hall remains the responsibility of the hirer and is so confirmed when they agree to conditions of the hire contract on booking the hall.
7. All members of the Trustee body, hall employees, volunteers and hirers are to be made aware of this policy. Should anyone require further information or guidance, this can be obtained from either:
Children - <https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash>
Adults at risk - <https://www.nottinghamshire.gov.uk/care/safeguarding/mash>

PROCEDURES

1. A copy of this policy will be displayed for the attention of all in the community hall and made available to hirers prior to their bookings being confirmed. New Trustees, volunteers and employees will be provided with a copy of this policy on appointment.
2. Organisations/groups hiring the hall for activities specifically for children will be asked to submit their Child Protection/Safeguarding policy and procedure to the Booking Clerk for approval by the safeguarding representative before the first booking commences. Organisations hiring the hall for activities specifically involving adults at risk will be asked to submit their Adults at Risk Protection/Safeguarding policy and procedures to the Booking Clerk for approval by the safeguarding representative before the first booking commences.
3. The Hall Trustee will require hirers to report any damage, breakages or safety issues needing attention to the Booking Clerk, 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 adults at risk pending repair where appropriate.
4. A hiring agreement that includes appropriate clauses will be entered into for all hirings for licensable activities. The Hall Trustee will ensure that these provisions are observed when holding any licensable activities itself. The Hall Trustee will give written instructions to those selling alcohol concerning the licensing offences that must be avoided.
5. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or adults at risk. All contractual work will be arranged outside of times when the hall will be being used by children or adults at risk. If this is unavoidable (e.g. in the case of an emergency repair) the hirer will be made aware and if necessary, should provide additional necessary supervision (for example, during trips to the toilets).
6. When one part of the hall is being used by an organisation/group/hirer involving vulnerable persons, no other part of the hall premises (e.g. Meeting Room) will separately be available for hire at the same time.
7. Anyone undertaking a risk assessment on behalf of the Hall Trustee must take this policy and implications into account.
8. To be reviewed biennially and updated as appropriate in the interim periods.

Date adopted by the Trustee: 17 June 2024

Date for review : June 2026

Appendix 1 - Definitions

Children and young people are defined as those persons aged under 18 years old.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone 18 years old or over who, according to paragraph 14.2 of the Care Act 2015:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

Persons affected

- All members of the Trustee body, volunteers, and staff
- All those attending any activity or service that is being delivered from the hall charity property
- All visitors and contractors

Appendix 2 - Advice on how to handle disclosures from a child or adult at risk

- Do treat any allegations extremely seriously and act at all times towards the child/adult at risk as if you believe what they are saying.
- Do tell the person they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the person what you are doing and when, and keep them up to date with what is happening.
- Do take further action - you may be the only person in a position to prevent future abuse - and tell your safeguarding representative immediately.
- Do write down everything said and what was done.
- Do seek medical attention if necessary.
- Do inform parents/carers/family members unless there is suspicion of their involvement.
- Don't make promises you can't keep (for example you won't tell anyone else).
- Don't interrogate the person - it is not your job to carry out an investigation - this will be up to the police and social services, who have experience in this.
- Don't cast doubt on what the person has told you, don't interrupt or change the subject.
- Don't say anything that makes the person feel responsible for the abuse.
- Don't Do Nothing - make sure you tell your nominated safeguarding representative.