



Vulnerable Persons Policy Statement

This policy applies to all users of Burton Green Village Hall. It was formally endorsed by Burton Green Village Hall trustees on 14th June 2021.

Details of Premises and Management

Burton Green Village Hall is a Charitable Incorporated Organisation (Registration number 1166381) and is managed by its trustees who are all volunteers.

All Burton Green Village Hall Trustees, contractors, sub group members and helpers 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. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Vulnerable users could include:

- children
- young people
- adults with learning difficulties or physical disability
- frail, older people.
- Carers

Principles

The welfare of the child or vulnerable adult 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 children will not be permitted or tolerated.

Policy Statement

1. No member of the trustees or other volunteers will have unsupervised access to children or vulnerable adults.

2. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
3. All trustees and volunteers need to be aware of this policy, child protection, and vulnerable adult issues. A copy of the appendices will be provided to all who request it.
4. There will be a nominated and named Vulnerable Users representative to who any suspicions or concerns should be reported. This person is Cheryl Wall (Chair, Burton Green Village Hall Trustees) at bgvhchair@gmail.com.
5. The trustees will endeavour to keep the premises safe for use by children and vulnerable adults. The trustees 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 adults.
6. Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required should show their registration and their own
7. 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 trustees will ensure that hirers are made aware of their obligations under that alcohol is not consumed by those under the age of 18.
9. The trustees 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. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
10. These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

Reporting Incidents

The nominated Child Protection and Vulnerable Adult representative Cheryl Wall (Chair and Registered Social Worker) at bgvhchair@gmail.com will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency. The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

The nominated person should:

- 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 for children and young people and vulnerable adults
- ensure that there is an environment in which trustees, volunteers or users of the hall have the opportunity to raise any child protection or vulnerable adult protection concerns.

Procedures

1. All trustees and volunteers will be given information about child protection and should attend introductory level Child Protection training and Protection of Vulnerable Adults training where relevant and possible.
2. An annual review will take place following the AGM to allow for any required up-date of policies and or procedures. New trustees must be given an induction to this policy and understand their responsibilities.
3. A copy of the policy will be displayed for the attention of all in the village hall and made available on request to hirers.
4. Organisations hiring the hall for activities for children will be asked to show their Child Protection policy before the first booking commences. Individuals hiring the hall for activities for children will be made aware of this policy. Organisations hiring the hall for activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults' Protection policy before the first booking commences. Other organisations hiring the hall whose activities may involve vulnerable adults will be made aware of this policy.
5. The committee will require hirers to report any damage, breakages or safety issues needing attention to the booking secretary, 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 vulnerable adults pending repair where appropriate.
6. 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.
7. If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.