



Saltford Community Association

Registered Charitable Incorporated Organisation Number 1162948

Protection policy for children and vulnerable adults

Salford Community Association

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Guiding 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.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

A copy of this policy will be displayed for the attention of all at Salford Hall and made available to hirers.

Salford Community Association Hall Management Committee, its volunteers and staff 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.

Safeguarding is **everyone's** responsibility.

Policy Statement

1. Policy

No member of the trustees, staff, helpers, volunteers or hirers will have unsupervised access to children or vulnerable adults unless appropriately vetted.

Procedure

All members of the trustees, helpers or other volunteers shall be made aware of this policy and the relevant vetting procedures. Hirers must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, hirers must provide the Committee with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). The trustees must follow safe recruitment practices.

2. Policy

A member of the management committee will be appointed to be responsible for child and vulnerable adult protection matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to relevant protection agencies.

Procedure

The named person is the Chair of Trustees.

3. Policy

All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.

Procedure

The appointed person shall:

- *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 vulnerable adults.*
- *Ensure an environment that has the opportunity to raise any child protection or vulnerable adult protection concerns.*

4. Policy

All trustees and volunteers will be required to become aware of the issues surrounding children and vulnerable adults.

Procedure

Copies of the relevant Acts and Department of Health guidelines shall, if necessary, be held by the trustees as reference material for volunteers. All trustees shall have signed the Statement of Eligibility. Appropriate training for trustees shall be encouraged. Appendices A, B and C in the Information Sheet 5 produced by Action with Communities in Rural England (ACRE) concerning village halls, children and young people, shall be made available to all trustees, helpers and volunteers.

Whenever the SCA hires out any part of its premises, a hiring agreement shall be in place so that both the management committee and the hirer know their rights and responsibilities.

5. Policy

The trustees will endeavour to keep the premises safe for use by children and vulnerable adults. The management committee recognises that a higher standard of safety is required when used by small children, and those who cannot read notices such as adults with physical or learning disabilities.

Procedure

The management committee shall carry out regular health, safety and fire risk assessments in line with current legislation. The committee shall require hirers to report any damage, breakages or safety issues needing attention to the Hall Manager for remedy as soon as is practicable.

Organisations (other than those hiring for private parties arranged for invited friends and family only) who hire the hall for activities specifically for children shall be asked to show their Child Protection policy before the first booking commences. Individuals and organisations (other than those hiring for private parties arranged for invited friends and

family only) who hire the hall for activities which may involve children shall be made aware of this policy.

Organisations (other than those hiring for private parties arranged for invited friends and family only) hiring the hall for activities specifically involving vulnerable adults shall be asked to show their Vulnerable Adults Protection policy before the first booking commences. Individuals and organisations (other than those hiring for private parties arranged for invited friends and family only) who hire the hall and whose activities may involve vulnerable adults shall be made aware of this policy.

Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision shall be arranged if necessary.

The Trustees will ensure, by way of DBS checks, that all trustees and any employee or volunteer working in a regulated activity with children or vulnerable adults has not been barred from doing so.

6. Policy

The committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not provided for those under the age of 18. 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 on show. No gambling or entertainment of an adult or sexual nature will be permitted on the premises.

Procedure

The hiring agreement for the hall and other rooms shall set out the obligations on the hirers with regard to alcohol and other licenced entertainment.

7. Policy

The policies and procedures will be regularly reviewed.

Procedure

An annual review shall take place following the Annual Meeting to allow for any required up-date of policies and or procedures. New trustees and volunteers shall be provided with an understanding of their responsibilities in matters of protection for children and vulnerable adults.

This policy is reviewed and approved by the SCA Trustees

Richard Evans

Honorary Chairman Saltford Community Association