Little Birch Village Hall Management Committee - Vulnerable Adult and Child Safeguarding Policy

The Village Hall Management Committee has a duty to safeguard children and vulnerable adults who use the hall and its facilities and those who may come into contact with vulnerable users. This policy applies to all trustees, hirers, contractors, volunteers and other visitors to the Hall.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults have the right to protection from abuse, regardless of gender, ethnicity, disability, sexuality, religion or faith. All people associated with the Village Hall and its use have a responsibility for the safeguarding of children and vulnerable adults.

Little Birch Village Hall Management Committee is committed therefore to ensuring that the Management Committee, volunteers and those participating in activities held in the hall have an understanding of what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.

Definition of a child:
A child is defined as anyone who has not yet reached their 18th birthday. In this policy 'children' means 'children and young people'

Definition of a Vulnerable Adult:
A vulnerable adult is defined as a person who may be in need of services by reason of mental or other disability, age or illness and who may not be able to take care of him or herself or is unable to protect him or herself against significant harm or exploitation.

Definition of Abuse:
Abuse is described as a violation of an individual's human or civil rights by any other person or persons.
Abuse includes:
- Physical abuse, hitting, slapping, punching, burning
- Sexual abuse, rape, indecent assault, inappropriate touching
- Emotional abuse, belittling, name calling
- Financial or material abuse, stealing, selling assets
- Neglect and acts of omission, leaving in soiled clothes, failing to fed properly
- Discriminatory abuse (including racist, sexist, based on a person's disability and other forms of harassment}
- Institutional

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however the decision about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.

It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words if someone does not have their needs cared for this can be just as damaging whether it is done deliberately or because a carer can no longer manage. Obviously, the way of then supporting the situation would be likely to be different.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

General:
All persons hiring or using Little Birch Village Hall, for any activity, accept the following as conditions of use of the Village Hall.

- Acceptance of the Little Birch Village Hall Safeguarding Policy is part of the agreed contract taken out on hiring the Hall.

- All users of Little Birch Village Hall will be subject to completion of the hall booking process and associated paperwork.

- Any organisations or individuals hiring Little Birch Village Hall for the purposes of holding activities involving children or vulnerable adults are confirming by signing the terms and conditions of booking that they will comply with this policy.

- If during any hiring of Little Birch Village Hall, a child, young person or vulnerable adult will be present, then as a condition of hiring or using the hall, the following will apply: -

    - For Organisation led events, there shall be that at least one adult (who will be present throughout the hiring / use of the hall) who shall be DBS checked to a 'Higher Level'. This 'responsible' adult will be responsible for the safety of any child or vulnerable adult present during the hiring. A copy of this DBS certificate shall be included when a booking is made.
    - For family event, hiring of Little Birch Village Hall, at least one parent or carer of any of the children / young person or vulnerable adult attending the event shall be present. This 'responsible' adult will be responsible for the safety of all child or vulnerable adult present during the hiring.

- Any Organisation, which hires Little Birch Village Hall, shall have in operation its own safeguarding policy. A copy of or link to this policy should be included on any hiring agreement being completed. If they do not have their own safeguarding policy, they will confirm, at the time of hiring the hall (on the booking agreement form) that they will adhere to the Safeguarding Policy of Little Birch Village Hall.

- Where a family event is booked at Little Birch Village Hall, then at least one parent or guardian of any child, young person or vulnerable adult using the Hall, shall be present throughout the hiring and be responsible for the safety of the child or vulnerable person.

- A condition of hiring or using Little Birch Village Hall is that a record shall be kept of all persons who are present at the event. (This could be through tickets sold, class register or group register – the means of the record to be determined by the hirer of Little Birch Village Hall.

- In any use or hiring of Little Birch Village Hall, where any child, young person or vulnerable adult are present, at least two adults must be present throughout the period of hiring.

- All hirers of Little Birch Village Hall must ensure that at no time is a child, young person or vulnerable adult left alone with a single adult.

- Hirers of Little Birch Village Hall will be made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18.

- No children may be admitted to films when they are below the age of classification for the film or show.

- No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

- Hirers of Little Birch Village Hall need to be aware that facilities such as toilets may be shared with other groups and that appropriate supervision / arrangements should be made.

- Anyone visiting the Little Birch Village Hall and wishing to take a photograph of a child or children should be aware that permission should be obtained from a parent or carer firstly to take the photograph and secondly to reproduce it. Photographs of children should only be used if written consent has been obtained from a parent, guardian or carer (see Annex A)

- Members of the Management Committee do not supervise children or vulnerable adults as part of their duties as trustees. Where children or vulnerable adults take part in activities organised by the Village hall where there is a likelihood that photographs, video or other commentary such as press releases will occur then parents/guardians will be required to complete a consent form (Annex A).

In case of concern:
All users of Little Birch Village Hall, hirers, volunteers and contractors must report any suspicions of abuse against a child or vulnerable adult as a matter of urgency by contacting the Herefordshire Multi-agency Safeguarding Hub on 01432 260100.or the form at https://www.herefordshire.gov.uk/health-and-social-care/children-and-family-care/multi-agency-safeguarding-hub. In addition, the management committee should also be informed, via the booking clerk.

Approval and Review
This policy is reviewed and approved by Little Birch Village Hall Management Committee annually or at any other time if legislation changes.

A copy of this document is available on the Little Birch Parish website and is displayed for the attention of all on the notice board in the lobby.

Annex A. Little Birch Village Hall Photo, Video and Commentary Consent Form

Young Person's Details:	
Name:	
Date of Birth:	

How photos, video and commentary is used:

During activities connected with Little Birch Village Hall, we may wish to take photographs and videos that include you or write a commentary with you.

These may be used for displays, publications, Social Media (for example: Facebook) and on the web site or used by local newspapers.

Photography, filming or commentaries will only take place with your permission. Your address will never be given out. Images that might cause embarrassment or distress will not be used.

Before using any photographs, films or commentaries we need your permission. You can ask to see the photographs and films that are held by Little Birch Village Hall

Consent

Please read the sentences below and tick the box you agree with before signing:

☐ **YES** I give my consent for commentaries, pictures and videos to be taken and used as stated above

☐ **NO**, I do not give permission for commentaries, pictures and videos to be taken and used as stated above.

I understand that no remuneration is payable (no payment or benefit is involved) and that any images, commentary or video is stored in accordance to the Data Protection Act (1998).

Signature
…….. date……..

Print Name.....
(a) If under 18, consent from parent or legal guardian must <u>also</u> be given:

Signature of parent or legal guardian
……..……..date……....

Print Name.....

Copy to be completed and returned to
The Secretary, Little Birch Village Hall Committee, Barrack Hill, Little Birch HR2 8AZ Registered in England & Wales. Charity number: 508003.