

## **Safeguarding policy for Upham New Millennium Village Hall**

### **POLICY STATEMENT:**

The Trustees endeavour to keep the premises safe for all users including children and vulnerable adults. They have a duty to safeguard all those who utilise the hall and its facilities and those who may come into contact with vulnerable users. However, they do not supervise users as part of their function as the Managing Committee and DBS (Disclosure & Barring Service) checks are not required for Trustees unless they are to have unsupervised access to children or vulnerable adults.

Any suspicions or allegations of abuse against a child, vulnerable adult, or any other user, who attends the Hall, should be made to a named member of the Trustees. This person is the Chairman (details below) and he/she has the responsibility for immediately reporting those suspicions or allegations to the relevant Local Authority Agency and/or Police.

It is the hirers responsibility to read the Village Hall Regulations and Golden Rules when a booking is made and follow the rules and advice contained therein to promote the health & safety of all those attending the Hall. Within the Regulations, hirers are made aware of their obligations that:

- under the Licensing Act 2003 they must ensure that alcohol is not sold to those under 18 years of age.
- they should adhere to age regulations regarding the classification for any film on show.
- no gambling (other than raffles) shall be permitted on the premises.
- no entertainment of an adult or sexual nature shall be permitted on the premises.

Organisations or Individuals hiring the hall for activities for children/vulnerable adults (other than private parties) are required to have Child Protection/Vulnerable Adults policy in place prior to the first booking.

Any organisations hiring the hall for the purposes of holding activities involving children or vulnerable adults, are confirming, by signing the terms and conditions of booking, that they have appropriate safeguarding policies in place.

Any user hiring the hall, to provide a facility for children (playgroups etc), will be required to provide to the Booking Agent (details below), the DBS numbers, including update numbers, for the registered person. They should also be required to supply a copy of their registration certificate with an authorised body such as Ofsted. Any delegation by that hirer, to other people, to supervise the children, is the responsibility of the hirer and neither the Trustees nor Booking Agent will vet these delegates for DBS disclosure.

The only exception to the above is when the hall is hired out for a private children's party as a one-off event. On these occasions the Trustees take no action to vet the person[s] hiring the hall.

Dated: June 2018

Signed

Booking Agent: [booking@uphamvillagehall.org.uk](mailto:booking@uphamvillagehall.org.uk)

Chairman: [mc.danby@btinternet.com](mailto:mc.danby@btinternet.com)

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