

Comberton Village Institute Trust

(Charitable Incorporated Organisation No. 1189495)

Protection Policy for Children and Vulnerable Adults

The welfare of children and vulnerable adults 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 and vulnerable adults will not be tolerated in Comberton Village Hall. Comberton Village Institute Trust ('the trustees') takes very seriously its responsibility to protect all children and vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith. Trustees, volunteers, staff and hirers have a duty to safeguard vulnerable users of the village hall and those who may come into contact with vulnerable users whilst on the premises.

Policy:

This policy does not apply to activities in the hall where children are exclusively accompanied by a parent, guardian, or carer. Neither does it apply to private parties arranged for invited friends and family only.

No member of the trustees, the Trust's employees, helpers or other volunteers will have unsupervised access to children or vulnerable adults unless appropriately vetted (see below*). All hirers who wish to use the hall for activities which include direct and unsupervised contact with children, young people and vulnerable adults must ensure that these activities are only provided by fit and proper persons who have been properly referenced during recruitment and are covered by DBS checks*.

Before such a booking can be accepted, hirers must provide the trustees with a copy of their Safeguarding Policy which should include the following:

- Policy Statement/aims
- Promoting good practice
- Good practice guidelines
- Designated Safeguarding Officer
- Use of photographic/filming equipment
- Recruitment and training of staff and volunteers
- Reporting of allegations or suspicions

and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) and have up to date certificates. A copy of this paperwork must also be made available to all people attending the group activity and their parents/carers.

Hirers must ensure that any contractors who may be present on the premises are not given unsupervised access to children or vulnerable adults.

If the premises might be used by more than one hirer, the attention of hirers will be drawn to the presence of the other party or parties by the schedule of lets displayed on the noticeboard in the foyer, in order that children and vulnerable adults can be supervised when using the toilets or accessing any other part of the building.

Any hirer who becomes aware of a threat to other hirers from a third party must report it to a trustee who will notify the chairman, who will advise other groups of the risk in a prompt and timely manner. A list of trustees and their contact details is displayed in the village hall foyer.

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 when used by small children and those who cannot read notices such as adults with physical or learning disabilities. The trustees will carry out regular health, safety and fire risk assessments in line with current legislation and require

hirers to report any damage, breakages or safety issues needing attention by detailing the issue in the hirers' reporting book available in the kitchen. All issues will be dealt with as soon as is practicable.

This policy will be integrated into the Trust's Safety Policy which provides for annual review. New trustees, volunteers and employees will be provided with a copy of the Safety Policy which includes the policy on the Protection of Children and Vulnerable Adults

* In accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation including the Protection of Freedoms Act 2012.

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