

## **Safeguarding Vulnerable Users for Fawkham Village Hall**

### **What is a vulnerable user?**

Vulnerable users could include:

Children,  
Young people,  
Adults with learning difficulties or physical disability  
Frail elderly people.  
Carers

### **Details of Premises and staffing**

*All Fawkham Village Hall Committee members, staff and volunteers have a duty to safeguard vulnerable users of the hall and its premises (see above definition) 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.*

### **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, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure (see box below) and introductory Child Protection or Vulnerable Adults Protection training.
2. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
3. All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues.
4. There will be a nominated and named Vulnerable Users representative to whom any suspicions or concerns should be reported. This person is the Booking Clerk of Fawkham Village Hall.
5. The management committee will endeavour to keep the premises safe for use by children and vulnerable adults. The committee recognises 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 (see table below) should show their registration and their own 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.
7. 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 shall be permitted on the premises.

8. These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

**Safe Recruitment**

- Any volunteers working for the village hall committee and having unsupervised access to vulnerable users (e.g. running children’s entertainment) may also be required to go through these procedures.
- If working directly with children or young people or vulnerable adults, they should be checked under the Criminal Records Bureau Disclosure System and a copy of the DBS disclosure form kept on the secretary’s file.

I have read and understood the Document entitled Safeguarding Vulnerable Users for Fawkham Village Hall

Signed .....

Date.....