Safeguarding Policy

The Heath Village Barn Management Committee (the 'Members') encourage the use of the Village Hall to provide activities for children and vulnerable adults.

It is the intention of the Members to ensure that all children and vulnerable adults who visit the hall can use the premises knowing they are in a safe and secure environment without fear of harm.

The Members require that the general conditions of hire apply to all activities within the hall, including those that relate to children or vulnerable adults. However, to further protect the vulnerable members of these groups, further conditions have been set out in Appendix 1 of this policy which the hirer must comply with as a condition of hire when using the premises for activities involving children or vulnerable adults.

This policy will be implemented by the Heath Village Barn Management Committee and shall be reviewed on an annual basis to ensure it remains relevant and effective. A copy of this document will be made available on the Heath Village Barn Website.

All hirers and users of the Heath Village Barn will be expected to make themselves aware of this policy upon booking the venue.

Signed - Nigel Strofton

Position – Chairman

Name: Nigel Strofton Date: 24th November 2021

Next Review: November 2022

Heath Village Barn Safeguarding Policy

Appendix **1**
Condition of Hire for Activities Involving Children and/or Vulnerable Adults

A. Children

1. The hirer must provide evidence to the Members of any legal requirements linked to the activity they wish to carry out within the hall (e.g., Ofsted Registrations etc.)

2. Child Protection

i. The Members will ensure that any staff they employ who are likely to have unsupervised access with child-based activities within the hall have had relevant Disclosure Barring Service (DBS) Checks as part of their employment.
ii. Hirers for activities (not including private events i.e., parties, weddings etc.) must be able to provide copies of their own child protection policies upon request to the Management Committee. They must also ensure that any adults linked to the activity have had the relevant DBS checks. The responsibility to obtain the DBS check will remain with the relevant individual or hiring group and the onus is not on the Management Committee to supply this. Evidence of DBS checks should be available to the Secretary of the Management Committee upon request.
iii. It is the responsibility of the hirer to ensure that any person who has contact with children in their care is not left alone with a child unless relevant DBS checks have been completed.

3. Employment of Children

Heath Village Barn Management Committee complies with all relevant legislation regarding employment of children and all hirers of the premises are expected to do the same. It is the responsibility of the hirer to complete risk assessments linked to their individual activities.

4. Stage Performance

If the hirer intends on using the stage in the main hall for performances, they must comply where necessary with the Children (Performances and Activities) (England) Regulations 2014.

5. Young People - Parties and Clubs

Guidance has been provided as part of this policy in relation to the arrangements for private functions (including children's birthday parties, discos etc.) which the hirer is advised to follow. Only persons over the age of 21 can hire the premises. Please note a security deposit will be taken when making a booking of this nature at the discretion of the Members.

6. Children Left Behind

If any child is not picked up by a responsible adult following an activity or event, it is the responsibility of the hirer to remain with the child and ensure their safe reunion with their guardian. If necessary, the hirer will be expected to contact other authorities or Police for assistance.

B. Vulnerable Adults

1. The Members extend the same duty of care to vulnerable adults as to children. As such the Members may, in certain circumstances, require the hirer to comply with the requirements of paragraphs 1 and 6 outlined above, in relation to vulnerable adults.

2. The premises are not designed to facilitate the use and access to those in wheelchairs and those using walking aids, however the hirer is required to ensure the premises satisfies their user's need.

Advice to Parents/Guardians/Organisers of Events Involving Children and Young People Under 18.

- Familiarise yourself with the general conditions of hire
- Be prepared for any emergencies that may arise. *Please see general conditions of hire, locate fire exits and first aid kits.*
- Operate a ticket system to prevent unwanted 'gate-crashers'
- Ensure there is always adequate adult supervision, with at least 2 responsible adults on the premises always
- Ensure you always have a mobile phone on you, in case of an emergency
- Set clear rules and boundaries for safety *(i.e., no children in the kitchen, no children to leave the hall etc.)*
- Check the toilets and cloakroom areas regularly
- Do not provide alcohol or support underage drinking
- Enforce no smoking. Please note, by law there is no smoking within the premises
- Have a plan of action in place in case there are any uncollected children at the end of the event
- In the interests of safety, it would be advisable not to leave any child alone with an adult who is not that child's parent or guardian

We hope this guidance ensures you have a fun, successful and safe event.

Heath Village Barn Management Committee