

Children and Vulnerable Adults Safeguarding Policy

Guiding Principles

The operation of the Garron Centre is the responsibility of the Llangarron Community Association (LCA) Management Committee (“the Committee”), which 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.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone, including the Trustees, Committee members, hirers, contractors, volunteers and other visitors to the hall. 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.

All children and vulnerable adults have the right to protection from abuse, regardless of their gender, ethnicity, disability, sexuality, religion or faith. Bullying, shouting, physical violence, sexism and racism towards children or other vulnerable people will not be permitted or tolerated.

The Committee will endeavour to keep the premises safe and accessible 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.

Definitions

A child is defined as anyone who has not yet reached their 18th birthday. In this policy ‘children’ means ‘children and young people’.

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.

Abuse is described as a violation of an individual’s human or civil rights by any other person or persons. It may be physical, verbal, emotional or sexual and may encompass bullying, sexism, racism, exclusion or neglect.

Policy Provisions

- Members of the Committee do not generally supervise children or vulnerable adults as part of their duties. If the Committee organises an event which includes children it will stipulate that children must be accompanied by parents or guardians.
- In any event, no member of the Trustees, the Committee or other volunteers will have unsupervised access to children or vulnerable adults unless they have been checked through the Disclosure and Barring Service (DBS) or have attended appropriate Child Protection or Vulnerable Adults Protection training.

- The Committee will ensure that all hirers/users of the hall are aware that safeguarding of children or vulnerable adults is the responsibility of the hirers. Acceptance of the Garron Centre's Safeguarding policy is part of the agreed contract when hiring the hall.
- Hirers and contractors should also comply with the requirements of the Garron Centre's Health & Safety Policy as well as with the current Conditions of Hire.
- Hirers providing facilities for children or vulnerable adults (other than private parties) must have their own approved Safeguarding Policy, and must demonstrate and sign that they have such a policy in place as part of their Garron Centre hiring agreement. They must be committed to safe recruitment and must ascertain whether or not any members of their staff or volunteers need a Disclosure and Barring Service (DBS) check or safeguarding training.
- Any organisations or individuals hiring the hall for the purpose of holding activities where Ofsted registration is required (see note) 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. [Note: Ofsted require anyone who works as a childminder or provides day care for children under 8 years old for more than two hours each day to register with Ofsted and be inspected regularly. These requirements cover playgroups, nurseries, after school clubs, holiday clubs and similar.]
- When the Hall is hired by groups or individuals responsible for children or vulnerable adults, no other part of the premises will be hired to other groups. During such hires, the door between the Garron Centre and the adjoining St. Deinst Church will remain locked.
- The Committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18 and that no children may be admitted to films when they are below the age classification for the film or show.
- No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
- Members of the public who use the hall should be made aware of the Committee's Safeguarding policy and procedures. To facilitate this, this document will be made available on the website: www.llangarron.info/garroncentre and also displayed on the noticeboard in the lobby.
- Anyone visiting the Garron Centre 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 or carer.
- Contractors and their sub-contractors engaged to carry out work at the premises will not be allowed unsupervised access to children or vulnerable adults.
- If the hall becomes damaged or other safety concerns are raised by a Committee member, contractor or user, these will be dealt with as soon as possible. In the meanwhile, provision will be made where necessary to prevent access by children and vulnerable adults.
- All Committee members and volunteers need to be aware of this policy and related child and vulnerable adult safeguarding issues, and be encouraged to attend introductory training.

- A record will be kept of all Health & Safety reports and responses, including those involving children and vulnerable adults.

Reporting of Incidents or Concerns

Any issues, concerns or incidents regarding Child Protection or other Safeguarding matters arising from use of the Hall should be directed to the Management Committee via a nominated Committee member. This Committee member will be responsible for raising the matter with the full Committee and liaison with the person who raised the issue regarding any decisions of the Committee and/or actions to be taken. Where necessary, this Committee member will also be responsible for reporting concerns, as a matter of emergency, to the local authority Safeguarding Board for Children or Vulnerable Adults:

Herefordshire Safeguarding Children Board *or* Herefordshire Safeguarding Adults Board
Council Offices, Plough Lane, Hereford HR4 0LE
E-mail: admin.hscb@herefordshire.gov.uk or telephone 01432 260100

If appropriate, the Charity Commission will be informed accordingly.

As at the date of this policy the designated Safeguarding member of the LCA Management Committee is Mrs Sylvia Matthews.

In case of concern

- All users of the Hall, hirers, volunteers and contractors must report any suspicions of abuse against a child or vulnerable adult to a member of the LCA Management Committee.
- All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.
- Confidentiality will be maintained at all times and information will be shared on a need to know basis with the person making the allegation, the relevant authorities and the parents, carer or guardian.

The Secretary will be responsible for maintaining a written record of any safeguarding matters which arise, which will be kept in a secure cabinet in the hall.

Policy Review

This policy will be reviewed annually. New Trustees, Committee members and volunteers will receive a copy of the policy to convey their responsibilities in relation to the safeguarding matters.

Approval

This policy was approved and adopted by the LCA Management Committee, 1st February 2021.