

BECKLEY VILLAGE HALL TRUST

Charity no 305168

Safeguarding Policy

1. Statement of Intent

- Beckley Village Hall Trust (BVH) its trustees, staff and volunteers have a duty to safeguard vulnerable users of the Village Centre and its premises 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. This policy applies to all BVH managed facilities.

2. 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.
- The responsibility for ensuring the safety of children or vulnerable adults while at BVH facilities rest with the individual or organisation hiring them.

3 Policy Statement

- No member of the committee of trustees, helpers, other volunteers or staff will have unsupervised access to children or vulnerable adults.
- All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.
- All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues.
- There will be a nominated and named Vulnerable Users representative to whom any suspicions or concerns should be reported. This person is *Jill Brain* (tel: 07977842752).
- The trustees will endeavour to keep the premises safe for use by children and vulnerable adults and they recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically and mentally disabled adults.
- Any organisations or individuals hiring BVH facilities for the purpose of holding activities involving children or vulnerable adults are confirming by signing terms and conditions of booking, that they have either an appropriate safeguarding policy in place or abide by the terms of this policy.
- BVH 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. The Charity will ensure that hirers are aware that no children may be

admitted to films when they are below the age classification for the film or show.

- This policy and its procedures will be reviewed annually and updated as appropriate in the interim periods.

4 Useful Procedures

- An annual review will take place to allow for any required up-date of policies and or procedures. New trustees, volunteers and staff must be given an induction to this policy and understand their responsibilities.
- A copy of the policy will be displayed for the attention of all in the Village Centre and made available on request to hirers.
- Organisations hiring BVH facilities for activities for children will be asked to confirm that they have suitable Child Protection policies in place before the first booking commences. Individuals hiring a hall for activities for children will be made aware of this policy. Organisations hiring a hall for activities specifically involving vulnerable adults will be asked to confirm that they have a suitable Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring a hall whose activities may involve vulnerable adults will be made aware of this policy.
- The Trustees will require hirers to report any damage, breakages or safety issues needing attention to a Trustee, who will inform the appropriate persons. These will be dealt with as soon as practicable, in the light of the circumstances, with provision to prevent access by children and vulnerable adults pending repairs where and when appropriate.
- A hiring agreement that includes appropriate clauses will be entered into for all hiring for licensable activities. BVH will ensure that these provisions are observed when holding any licensable activities itself.
- Contractors engaged to carry out work at BVH premises must not be allowed unsupervised access to children or vulnerable adults. All work should be undertaken when facilities are not in use, but appropriate supervision will be arranged if it is necessary to carry out work when this is not possible.
- If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.
- The supervision of all groups remains the responsibility of the people who hire a BVH facility and sign the terms and conditions of booking or rental agreement.

Ofsted Requirements

If you work as a childminder, or provide day care for children under 8 years old for more than two hours each day you must register with Ofsted and be inspected regularly. Nursery education settings which are on the local authority's directory to provide free places for three to four year olds must also be inspected regularly by Ofsted (www.ofsted.gov.uk). These requirements cover playgroups, nurseries, after school clubs and holiday clubs among others.

Reporting Incidents

The nominated child Protection and Vulnerable Adult representative, *Jill Brain*, will have responsibility for reporting concerns that arise, as a matter of urgency, to the

local authority Child Protection and Vulnerable Adult lead agency. The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

The nominated person should:

- Know who to contact at the local authority
- Know who to contact in Social Services for advice and referrals
- Know about helplines and other sources of help for children and young people and vulnerable adults
- Ensure that there is an environment in which staff and volunteers have the opportunity to raise any child protection or vulnerable adult protection concerns.

Note: Vulnerable persons are defined as those who are at higher risk of harm or exploitation due to their personal or social circumstances.

Reviewed January 2026