

# **New Oriel Hall**

## **Safeguarding Children & Vulnerable Adults Policy**

January 2016

The New Oriel Hall (NOH) team, of staff, management committee and volunteers, aims to provide space where its Users hiring the Hall will provide positive role models and be a source of trust and support for the children ( those under the age of 18) and vulnerable adults who attend functions at the Hall. It is the team's responsibility as service providers and members of the community to record and report any concerns regarding the physical, sexual, emotional or psychological safety of children and vulnerable adults, or concerns relating to discriminatory or financial violation or exploitation of a child or vulnerable adult.

**It is our duty to protect the well-being of all children and vulnerable adults, regardless of gender, ethnicity, disability, sexuality, religion or faith, when they are taking part in activities organised by Users of the Hall.**

Bullying, shouting, physical violence, racism or sexism will not be permitted or tolerated.

No member of the management committee, staff or volunteers will have unsupervised access to children or vulnerable adults unless they have been through safe recruitment procedures specified by NOH Management Committee.

All suspicions and or allegations of abuse against a child or adult will be taken seriously and dealt with speedily and appropriately. Clear procedures will be established and regularly reviewed for dealing with reports of any incidents or suspected incidents

Staff, Management Committee, and volunteers, who may be involved in any reported incidents, will be provided with key information and periodic training in this respect. It is the responsibility of all staff, Management committee and volunteers to be aware of the NOH Child & Vulnerable Adults Protection Procedure, and the Management Committee will take appropriate steps to ensure that they are.

Regular Users hiring the hall for activities with children or vulnerable adults will be asked to certify that they have an appropriate policy and procedures in place.

Hirers will be made aware of legal requirements for selling alcohol and showing films to children.

The Management Committee will review this policy regularly.

### **Procedures under this Policy**

1. All Management Committee, Staff and key volunteers will be made aware of this Policy and Procedures, through circulation of copies of the policy.
2. The Staff will ensure that the policy statement is available in the office and on the NOH website.
3. Appropriate training on the topic will be arranged when appropriate by the Management Committee for its own benefit and for staff and relevant volunteers.
4. The NOH Terms of Hire state that all Hall Users hiring space in the Hall who have contact with children/vulnerable adults must comply with the relevant legislation. Users may be asked to supply or show their child protection policy to the Staff before the first booking commences. They will be made aware of this policy through the NOH Terms of Hire agreement.
5. Appropriate clauses will be entered into all hiring for licensable activities to ensure that alcohol is not sold to those under the age of 18 and into hiring for showing films to ensure that no children are admitted to films when they are below the age classification for that film. The Management Committee will ensure that these provisions are observed when holding events itself.
6. NOH reserves the right to refuse a booking from a User without the necessary clearance.

7. Where there are breakages or safety issues needing attention, these will be dealt with as soon as practicable, with provision in the meantime to prevent access by children and vulnerable adults pending repair where appropriate. Contractors engaged to carry out work on the premises must not be allowed unsupervised access to children or vulnerable adults.
8. Since NOH is used by several hirers at a time, hirers should ensure that children and vulnerable adults are supervised when using toilets.
9. NOH Management Committee is responsible for the implementation and regular review of this policy.

### **Reporting incidents**

1. There will be a designated person, Naomi Brown, for dealing with concerns or allegations of abuse. If Naomi is not present then Caroline Woodgate will be the designated person
2. Concerns will be shared with other members of staff or relevant volunteers to ascertain any similar observations or insights.
3. Notes will be made of the observations, which have given rise to concern, including time of report, child's / vulnerable user's name, parents'/carer's details, what has been seen or heard, address, phone number, date/time of incident, who else was there, what was said, physical or behavioural evidence, who has been told, who was concerned, if child/vulnerable user was able to say what happened, whether parents have been advised.
4. Any documentation will be recorded in a purely factual manner as heard, personal opinions not to be noted.
5. Such records will be strictly confidential and kept in a safe place where they can not be accessed by any person other than the responsible members of staff/volunteer.
6. If necessary, advice will be sought from Social Services to help decide whether to make a referral. If somebody believes that a child/vulnerable adult may be suffering, or may be at risk of suffering significant harm, then he/she will need to inform Social Services. In the event of disclosure from a child/vulnerable adult, Social Services will be contacted immediately. For concerns about children contact B&NES Children and Families Assessment and Intervention team, and for concerns about vulnerable adults contact B&NES Local Safeguarding Adults Board. (Telephone numbers on B&NES website).
7. In the case of a referral to another professional person or body, parents/carers will be informed, unless it is felt that doing so could endanger the child / vulnerable adult.
8. For activities run directly by NOH children will be kept on site if parents/carers turn up to collect them whilst intoxicated or aggressive/violent.
9. In the event of an accusation against a member of staff/volunteer or disclosure from a child/vulnerable user, the same procedure for reporting incidents will be followed through the Management Committee Employee Representative. Social Services will be contacted immediately and the member of staff/volunteer suspended pending investigation.
10. Any members of staff or Management Committee involved in reporting an incident will ensure that all is done to ensure the confidentiality, safety and security of all those involved.

### **Safe recruitment**

All Staff working for NOH must:

1. Complete an application form which shows their employment history
2. Provide at least two references