



Palgrave and District Community Centre (PDCC)

Children and Vulnerable Adults Protection and Safeguarding Policy Final

Purpose and Scope

The purpose of this policy is to ensure that all members, volunteers and users of Palgrave Community Centre (irrespective of whether they are individuals or representatives of an organisation) are aware of their responsibilities with regard to protecting and safeguarding any children or vulnerable adults who may either visit or participate in any activities held at the centre.

This policy applies equally to all children and vulnerable adults regardless of their age, gender, racial heritage, disability status, religious beliefs, sexual orientation or identity. All children and vulnerable adults have a right to equal protection from all types of abuse or harm.

It is recognised that some children or adults may be particularly vulnerable due to a range of issues. These may include their level of dependency, individual communication needs or the impact of previous experiences. Any such issues must be taken into account both in the planning of activities and in determining the appropriate type and level of supervision needed to ensure a safe, enjoyable and successful event.

Full compliance with this policy is a condition of any booking or use of the community centre.

Responsibilities of Palgrave and District Community Centre (PDCC)

No member of the PDCC Trustee Committee should have access to children or vulnerable adults unless the said children or vulnerable adults are accompanied by a parent or carer. It is recognised that the Trustee Committee members do not supervise children or vulnerable adults as part of their function within the committee, but may do so as a member of a sub-committee, established under the Constitution (see below)

All suspicions or allegations of abuse against a child will be taken seriously and dealt with urgently.

The Trustee Committee and volunteers will be made aware of this policy, child protection and vulnerable adult safeguarding issues.

In order to satisfy ourselves that individuals who hold or are applying for a trustee position are not disqualified from holding that position, every Trustee will be asked to complete the Automatic Disqualification Declaration Form, on appointment. In addition, on an annual basis, every Trustee will sign the Trustee Eligibility Declaration Form.

The Trustee Committee has nominated the Chairman as the child protection and vulnerable users representative to whom any suspicions or concerns should be reported. This persons' details can be found on the web site or on the Notice board within the Hall.

The Trustee Committee will endeavour to keep the premises safe for use by children and vulnerable adults and DDA compliant where it is reasonably practicable.

The Trustee Committee will ensure that hirers are made aware that alcohol should not be consumed by those under the age of 18.

The Trustee 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 or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises without the appropriate licensing.

Sub-Committees

Sub-Committees which are established under the Charity's Constitution, and which are engaged in activities involving children or vulnerable adults, shall comply fully with this Policy, including ensuring that any activities for children or vulnerable adults comply with relevant legislation and that only fit and proper persons have access to the children/vulnerable adults. This will include, where necessary, ensuring that valid Disclosure and Barring Service certificates are in place.

Responsibilities of Hirers

The Hirer is responsible for ensuring that any activities for children or vulnerable adults comply with relevant legislation and that only fit and proper persons have access to the children/vulnerable adults. This will include, where necessary, ensuring that valid Disclosure and Barring Service certificates are in place and the Hirer taking full responsibility for anyone that they may employ, engage, contract or expect to look after or interact with children/vulnerable adults.

Full details of the Disclosure and Barring Service and its application to both employees and volunteers can be found on the GOV.UK website.

It is recognised that some private events may fall outside of specific legislative requirements but the Hirer will still be expected to ensure that safe processes, overseen by appropriate responsible adults (preferably the parents or nominated guardians of the children and, if applicable, the vulnerable adults concerned) are in place. It is also important to ensure that for all events, whether private or commercial, the level and type of supervision is appropriate to the age group and abilities of the children/vulnerable adults. The NSPCC Factsheet 'Recommended Adult to Child Ratios When Supervising Children' offers further guidance.

All Hirers must ensure that any activity that requires themselves or any person engaged, contracted or invited by them for any purpose, to be either trained or specifically qualified are indeed actually trained and/or qualified, as required.

Any Hirer who proposes to hold an event or activity that requires Ofsted registration must, in addition to meeting all Ofsted requirements, provide the Bookings Secretary with a copy of the Hirer's own, dedicated, Child and Vulnerable Persons Protection Policy. This must be supplied before the event takes place. Further information on all aspects of Ofsted registration is available on the GOV.UK website.

Hirers are expected to ensure that, as well as providing safe practices and supervision, due care and sensitivity is practiced in ensuring the personal dignity of children/vulnerable adults. This will include, but is not limited to, listening to and valuing and respecting their views and choices whilst working in partnership with parents, carers and any relevant agencies to ensure that safe and appropriate decisions are made.

The PDCC Trustee Committee is responsible for the maintenance of the centre and its facilities, including the provision of accessible toilets. It is the Hirer's responsibility to ensure that the premises and facilities are suitable for the specific needs of the attendees at any event provided or hosted by them, before the event proceeds.

Children are not allowed in any area of the centre unaccompanied and Hirers must ensure that children under 12 do not enter the kitchen area. The Hirer is responsible for ensuring that the needs and abilities of individual vulnerable adults are assessed and that any level of supervision or any restriction on their access to any areas is appropriate to ensure their safety. This includes areas of the Centre that are being used by a different hirer.

The Hirer is responsible for ensuring that any items brought into the centre (for example, toys, play equipment or musical instruments) conform to any relevant legislation to ensure that they are safe and fit for purpose. Equally, if any of the assets of the centre, such as crockery or the sound system are used as part of the hire then they must be used in a safe manner in order to minimise any risks to any users, including children and vulnerable adults.

Hirers must ensure full compliance with all age and vulnerability related legislation. This includes, but is not limited to, legal requirements with regard to the sale or provision of alcohol, attendance at the screening of any film with an age classification and age related restrictions on any form of gambling or sale of goods.

Notification Requirements

Should any user become aware of any potential or actual risk to any user of the Centre (including children and/or vulnerable adults) which they cannot immediately safely rectify, then the event in progress must be immediately suspended or terminated until such time as the problem is satisfactorily addressed. Where such a risk is due to any fault with the premises then the Chairman or a member of the PDCC Trustee Committee must be immediately notified. Emergency contact details are displayed in the Community Centre.

The PDCC Trustee Committee considers the welfare of children and vulnerable adults to be of paramount importance and therefore in the case of any actual or suspected abuse, of any type, by any person, the police and any other relevant agency must be immediately informed. It will be for these professional agencies to determine the next steps, including the scope and nature of any investigation.

The PDCC Trustee Committee will fully co-operate in any such investigation and this will include providing the police with full details of any information provided to them by the Hirer.

Policy Adoption and Review

This policy was formally adopted by Palgrave and District Trustee Committee on the 2nd August 2017 and amended on 23rd October 2017 and will be reviewed on an annual basis.

Signed:



Chairman PDCC

Tel No: 01379 650479

Revision Date: 9th October 2019