



Ducklington & Hardwick Village Hall

Charity No. 266806

Safeguarding Policy for Children and Vulnerable Adults

The Ducklington and Hardwick Village Hall Committee (DHVHC) is committed to ensuring that children and vulnerable adults are safe when attending events or activities at Ducklington and Hardwick Village Hall. We will make every effort to ensure that children and vulnerable adults are looked after.

Categories of activities and events to which this policy applies

The DHVHC is committed to the protection of all children and vulnerable adults who use the Village Hall, but this responsibility may also be shared with other individuals and groups, depending on the circumstances. If failures in children/vulnerable adult protection procedures on the part of users come to the attention of the booking secretary, the DHVHC reserves the right to cancel a corresponding booking. These are some of the possible arrangements:

1. DHVHC-run family events and activities (parent/carer present)

Parents/carers remain fully responsible for the health and safety of their children/vulnerable charges. They must not leave children/vulnerable adults unattended.

2. Activities or events run by individuals, private groups, groups that belong to a recognised charity or business organisation

This applies to some regular classes. The DHVHC advises such groups, through the booking procedure, that their staff should have Disclosure and Barring Service (DBS) checks as appropriate and should complete relevant Risk Assessments and Emergency Plans.

DHVHC cannot take direct responsibility for child/vulnerable adult safety regarding events or activities run by recognised charities or business organisations. Parents/carers need to ensure for themselves that they are satisfied with their children's/vulnerable charge's safety. Any such group should have satisfactory Child or Vulnerable Adult Protection Policies (as relevant), and concerned parents/carers should ask the leaders of the group to supply copies, as well as the name of their local Child/Vulnerable Adult Protection Officer (or equivalent).

If any queries or concerns are raised, they will be referred to the Designated Safeguarding Lead (DSL) of the DHVHC for scrutiny.

3. One-off activities or events run by individuals or private groups

This category includes events such as children's birthday parties and occasional publicly advertised events. In these circumstances, the individual/group has hired space in Ducklington and Hardwick Village Hall, and it runs the event and retains responsibility for children/vulnerable adults. DHVHC can give no assurances regarding the nature of the individual/group or its members.

Parents/carers need to ensure for themselves that they are satisfied with their children's/vulnerable charge's safety. If a parent or carer is not comfortable leaving their charge, DHVHC would strongly recommend that he or she stays as a chaperone.



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Contacts in case of concerns

If anyone has concerns about the care of children or vulnerable adults at the Centre, s/he should contact the DSL.

- DHVHC will display the phone number of Child-line (0800 1111) for the use of children or adults concerned about children.
- DHVHC will display the contact details of the DSL, for the use of children or adults concerned about children or vulnerable adults.
- DHVHC will display the name of the DSL to whom local people can turn if they have concerns.

Informing parents/carers about the limits of DHVHC's responsibility

- The DHVHC's website will highlight the importance of safeguarding children and vulnerable adults, and this policy will be available for downloading.
- The key messages from this policy will be posted on the notice board in the entrance lobby, with references to how parents/carers can obtain copies of the full policy.
- Group leaders will be asked to inform parents about the existence of this policy and to direct them to copies of it.

Policy review

This policy will be reviewed by the DHVHC six months after implementation to check that it is working as intended, and every two years thereafter.