

Child and Vulnerable Adults Protection Policy

This policy forms part of the Terms and Conditions for lettings that involve children and vulnerable adults

All paid employees and volunteers who run groups and activities for children are required to conduct their activities in a way that is consistent with the following procedures:

- (1) A rigorous recruitment procedure is in place for any person in a position of responsibility in relation to children or other vulnerable people, including volunteers.
- (2) A culture of 'informed vigilance' about the dangers of possible abuse is created and fostered.
- (3) Training in all aspects of safeguarding is provided.
- (4) Appropriate written records are created, kept for the recommended periods and in the recommended places, and are ultimately destroyed in accordance with data protection policies.
- (5) Staff and volunteers know how to make referrals to statutory agencies and understand that they are expected to do so whenever abuse is known about or suspected.
- (6) Staff and volunteers are willing to respond, without delay, to any allegation or complaint that is made that suggests that a child, young person or adult may have been harmed.
- (7) Staff and volunteers co-operate with police and any other statutory body involved.
- (8) Safer spaces exist around potential threats.

We also recommend that the following guidelines are followed by all users of our halls:

- Ensure that all staff and volunteers receive a copy of the protection policy and guidelines on how to deal with the disclosure or discovery of abuse.
- Reflect the gender of each group in the selection of its leaders.
- Establish safety procedures in case an emergency occurs.
- Be aware of the locations of the First Aid kits and Accident/Incident book in the upstairs foyer.
- Inform parents/guardians when photography at events/activities will be occurring and require parental consent if pictures are to be taken in which a child can be positively identified.
- Ensure that children are supervised by people older than 16 years.
- Schedule regular training sessions to inform paid staff and volunteers about the practices and procedures related to the safe caring and protection of children and vulnerable adults