



WRENTHORPE COMMUNITY ASSOCIATION Ltd

Wrenthorpe Village Hall

Wrenthorpe Lane

Wakefield WF2 0NE



Safeguarding Policy

1 Statement of Intent

- WRENTHORPE COMMUNITY ASSOCIATION Ltd (WCA), its Directors, and volunteers have a duty to safeguard vulnerable users of the hall 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 users of the Wrenthorpe Village Hall and the Valley Crescent Centre.

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, emotional, or neglect. Bullying, shouting, physical violence, exclusion, sexism and racism towards children or vulnerable adults will not be permitted or tolerated.
- The responsibility for ensuring the safety of children or vulnerable adults while at the hall or centre rests with the individual or organisation hiring the premises.

3 Policy Statement

- None of the Directors, helpers at groups run by the WCA, or other volunteers 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 volunteers and people who run groups at the Village Hall and Valley Crescent Centre need to be aware of this policy, and of child protection, and vulnerable adult issues. A copy of the WCA's policy and procedure will be provided to all those hiring the premises.
- There will be a nominated and named Vulnerable Users representative to whom any suspicions or concerns should be reported. This person is Jo Robinson, Director, WCA. Tel 01924 372729
- The Directors 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 disabled adults.
- Any organisations or individuals hiring the hall for the purposes of holding activities involving children or vulnerable adults are confirming by signing the terms and conditions of booking that they have an appropriate safeguarding policy in place and that they will implement it. This does not apply to private parties or functions.

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(Charity Commission no 1130464, Companies House number 6812303).

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- The WCA premises are not licensed for the sale of alcohol unless a Temporary Event Notice is issued, in which case alcohol must not be sold to anyone under the age of 18. The WCA 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.
- This policy and procedures will be reviewed annually and updated as appropriate in the interim periods.

4 Useful Procedures and information

- All Directors and volunteers will be given information about child protection awareness (<https://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protectionintroduction/>).
- An annual review will take place at the next committee meeting after the AGM, to allow for any required up-date of policies and or procedures. New Directors and volunteers must be given an induction to this policy and understand their responsibilities.
- A copy of the policy will be displayed on the website for the attention of all and will be drawn to the attention of hirers and made available on request. A notice with key points and contact details will be displayed in the Village Hall and in Valley Crescent Centre.
- Organisations or individuals hiring the hall for activities for children, other than private parties or functions, will be asked to confirm that they have suitable Safeguarding policies in place before the first booking commences. Organisations or individuals hiring the hall for activities specifically involving vulnerable adults will be asked to confirm that they have a suitable Safeguarding policy before the first booking commences. Other organisations hiring the hall whose activities may involve vulnerable adults will be made aware of this policy.
- The Directors will require hirers to report any damage, breakages or safety issues needing attention to the lettings secretary, who will inform the appropriate people. 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 repair where appropriate.
- A hiring agreement which includes appropriate clauses will be entered into for all hirings for licensable activities. The WCA will ensure that all required provisions are observed when holding any licensable activities itself.
- Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. All work should be undertaken when the hall is not in use, but appropriate supervision will be arranged if it is necessary to carry out work when the hall has been booked.
- The supervision of all groups remains the responsibility of the people who hire the hall and sign the terms and conditions of booking.
- Anyone providing day care for children under 8 years old for more than two hours per child each day is legally required to register with Ofsted and be inspected regularly. These requirements cover playgroups, nurseries, after school clubs and holiday clubs, amongst others. Certain providers of eg arts, sports and study activities may not have to register. More information is available under childcare on the www.gov.uk website.

Policy adopted by the Trustees at their meeting on 27 June 2018

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Appendix 1

Reporting Incidents

The nominated Child Protection and Vulnerable Adult representative, (Jo Robinson, Director, WCA), 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 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 anyone connected with the WCA has the opportunity to raise any child protection or vulnerable adult protection concerns.

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