

Stannington Village Hall

Safeguarding Children and Vulnerable Adults Policy

1. Standards of behaviour and responsibilities for Organised Group Leaders/Supervising Adults and Parents in those roles when visiting or hiring the village hall

Group Leaders/Supervising Adults including any parents in those roles will be expected to take full responsibility for all aspects of the welfare and behaviour of those children/vulnerable adults attending the hall and its surroundings. A copy of this policy will be sent to all new users booking the hall.

2. All Group Leaders/Supervising Adults and Parents in those roles should:

- Ensure they supervise the children/vulnerable adults at all times when in the hall and its surroundings. Ensure that the children/vulnerable adults in their care behave appropriately whilst on and around the premises.
- Promote an environment where children, young people and vulnerable adults, regardless of gender, ethnicity, disability, sexuality or religion, are safeguarded from emotional, sexual, physical harm and neglect and where their welfare is positively promoted.
- In the case of an accident contact the Booking Secretary Richard Tolson richmtolson@yahoo.com immediately and make him aware of action taken and any implications for the premises.
- In the case of a missing child or vulnerable adult, contact the police immediately.
- Ensure adequate insurance cover is in place for any activities not covered by the village hall public liability insurance, once the village hall committee has agreed that such an activity can take place in the hall.
- Follow instructions posted in the hall in the event of any emergency or incident, including but not restricted to fire, security or health and safety threats.

The primary responsibility for the welfare of the children/vulnerable adults in their care rests with Group Leader/Supervising Adult and parent in those roles at all times. Any concerns should be reported to the Group Leader/Supervising Adult or parent in those roles (unless that person is the source of concern) and he/she must follow this up as appropriate. The group leader must make the booking secretary aware of any matters of concerns that relate to the premises. Concerns about the conduct of the Group Leader/Supervising Adult or the parent in those roles must be reported directly to the group's organisation and/or the police, as appropriate.

3. Monitoring and Review

This policy will be reviewed annually by the village hall committee.

Please note that photographs or videos, including those on web sites must not include any participant unless consent is given by the appropriate authorised person. This includes the use of camera phones.

If the booking secretary Richard Tolson cannot be contacted with any matters or concerns, please contact Mark Truby our Designated Safeguarding Person – mark@stanningtonvillagehall.org

If you believe that a child or vulnerable person is at immediate risk call 999.

If you are concerned about a child or vulnerable adult there is Onecall – one number for all adult social care, children’s services and safeguarding in Northumberland.

- Phone: 01670 536 400
- Email address: onecall@northumberland.gov.uk

Ron Blyth

20/02/26

