



Safeguarding Policy

Somerleyton Community Association manages premises which can be used to provide activities for children and vulnerable adults*. It is our intention to ensure that children and vulnerable adults who come to the premises are provided with a safe and secure environment and are protected from harm.

Safeguarding children and vulnerable adults is a specialist area in which we, as small charity, do not have expertise. When necessary and appropriate we will consult external bodies to ensure that we are conforming to best practice.

We require that the same responsibilities and conditions of hire which apply for the use of the premises in general also apply to use for activities for children and vulnerable adults (i.e. health and safety and fire regulations etc). In addition, we have set out conditions in Appendix 1 of this policy which hirers must comply with for activities that include children and/or vulnerable adults as a condition of hire of the premises.

This policy was adopted by the trustees on 30th September 2015

*A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves, or protect themselves from harm or from being exploited. This may be because their circumstances e.g. chronic illness, disability, age, mental health issues or their lifestyle causes them to be at risk in some situations.

APPENDIX 1

CONDITIONS OF HIRE FOR ACTIVITIES INVOLVING CHILDREN AND/OR VULNERABLE ADULTS

A. CHILDREN

1. Child Protection

- As the provider of premises we do not envisage that, under normal circumstances, any of our trustees, staff or volunteers will have unsupervised contact with child based groups. Should unsupervised contact be necessary we will ensure that the required Disclosure & Barring Service (DBS) checks have been completed before the contact.
- Hirers for activities involving children, other than those arranged as private events e.g. parties by private invitation, must produce either evidence of compliance with legal requirements (e.g. Pre Schools' Ofsted registration) or copies of their child protection procedures and their policies on DBS checking. This evidence will be held by the Secretary and it will require to be updated at least annually.
- It is the responsibility of hirers to ensure that their policies and all legal requirements are adhered to at all times.
- Where hirers bring computer equipment onto the premises they must ensure that it is used in an appropriate manner and that it is not used for illegal, offensive or inappropriate purposes.

2. Young People – parties and clubs

A Guidance Note relating to arrangements for private events (e.g. children's birthday parties) is attached which the hirers are advised to follow. Please note that the Hire Agreement can only be signed by persons over 18 years of age.

3. Children Left Behind

In the event that a child is not collected from an activity or event, the responsibility for dealing with this situation rests with the hirers who, if necessary, must seek the advice or the involvement of the Police or other authorities.

B. VULNERABLE ADULTS

1. We extend the same duty of care in relation to vulnerable adults as to children. We may, in certain circumstances, require the Hirer to comply with the requirements of Paragraphs 1 and 3 above in relation to vulnerable adults.

2. The premises provide access and facilities designed to facilitate use by vulnerable adults including those using wheelchairs but hirers must satisfy themselves that the premises and its facilities are suitable for their users.

Guidance Note

Advice to parents and organisers of events involving children under 16 years of age.

- ❖ Be fully prepared for emergencies – see Standard Conditions of Hire.
- ❖ Admit by invitation or ticket only; ensure gate crashers cannot gain entry.
- ❖ Ensure there is adequate adult supervision with minimum of 2 persons at all times.
- ❖ Bring a mobile phone to summon support if you need it.
- ❖ Set clear rules and enforce them i.e. no children in kitchen, none allowed outside building etc.
- ❖ You do not provide alcohol (watch for smuggling attempts).
- ❖ You regularly check toilets and cloakrooms.
- ❖ You enforce the smoking ban.
- ❖ You decide in advance how you will deal with a child who is not collected at the end of the activity.
- ❖ In the interests of child protection, it is best not to leave a child alone with an adult that is not that child's parent or guardian.

This advice should be helpful in ensuring you have a successful event for all.