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## **GRUNDISBURGH VILLAGE HALL**

**Registered Charity No: 1190693**

**Policy Name: CHILDREN AND VULNERABLE ADULTS**

**Document Location: Grundisburgh Village Hall Website**

**Adopted at Meeting Dated: 04/03/2024**

**Next Planned Review: February 2025 or as needed**

## Revision History

Version No.	Date	Prepared by / Modified by	Email Address	Significant Changes
0.1	09/02/2021	Phil Bailey	phil.bailey@btinternet.com	First Draft
0.2	22/03/2021	Phil Bailey	phil.bailey@btinternet.com	Second Draft
0.3	08/02/2022	K Tatham	secretary@gnvh.co.uk	Final

## Glossary

Abbreviation	Description
VHMC	Grundisburgh Village Hall Management Committee
Ofsted	Office for Standards in Education
CRB	Criminal Records Bureau

## Statement

Grundisburgh Village Hall Management Committee (VHMC) manages premises at Grundisburgh Village Hall which are available for provision of activities for children and vulnerable adults.

It is the intention of the VHMC to ensure that children and vulnerable adults who come into the Village Hall site are provided with a safe and secure environment and are protected from harm.

The VHMC requires that the same responsibilities and conditions of hire which apply to the use of the hall in general also apply to use for activities for children and vulnerable adults (e.g., health and safety and fire regulations etc.). In addition, the VHMC has set out conditions in Appendix 1 of this policy which the Hirer must comply with for activities that include children and/or vulnerable adults.

## APPENDIX 1

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

#### A. CHILDREN

1. The Hirer must comply with, and produce evidence to the VHMC of such compliance, any legal requirements that may relate to their hiring (e.g. Ofsted registration of playgroups, safeguarding certifications), on which the VHMC is entitled to rely.

#### 2. Child Protection

The VHMC will ensure that any staff they employ (e.g. caretaker or other staff) who are likely to be in unsupervised contact with child based groups in the premises, will be required to be checked under the Criminal Record Bureau Disclosure Services as part of the conditions of their employment.

Hirers for activities, other than those arranged as private events e.g. parties by private invitation, must produce copies of their child protection procedures. All adults associated with these activities, e.g. trainers, teachers, scout leaders, coaches and their assistants including volunteers will need to have checks under the Criminal Record Bureau Disclosure Services. Many people already involved in children's activities are aware of these procedures and most sporting and national bodies (such as scouting, karate etc.) may have such checks already in place for their members. The VHMC's nominated representative will need to see copies of all relevant existing checks held by the hirer or other adults. These may suffice but each potential hirer is reviewed individually (and in confidence) and a repeat check may be required.

It is the responsibility of the Hirer to ensure that any person who has contact with the children in their care is never left alone with a child unless they have been checked with the CRB.

#### 3. Stage Performances.

Hirers need to comply where appropriate with The Children (Performances and Activities) (England) Regulations 2014, and also with any specific requirements and policies of relevant authority, such as chaperone requirements, see here:

<https://www.suffolk.gov.uk/children-families-and-learning/keeping-children-safe/>

#### 4. Parties and Clubs

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

#### 5. Children Left Behind

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

## **B. VULNERABLE ADULTS**

1. The VHMCM has the same duty of care in relation to vulnerable adults (elderly, mentally and/or physically disabled) as to children. The VHMCM may, in certain circumstances, require the Hirer to comply with the requirements of Paragraphs 1 and 5 (in A above) in relation to vulnerable adults.

### **Hirer Guidance Notes:**

#### **Advice to parents and organisers of events involving children (anyone under 18 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.
- Do not provide alcohol (watch for smuggling attempts).
- Regularly check toilets and cloakrooms.
- Enforce the no smoking ban.
- 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.