

Hampsthwaite Memorial Hall
Hollins Lane
Hampsthwaite, HG3 2EJ
Reg Charity No. 523703
H.B.C. Licence No. WK/050606862



Bookings:

Email: Bookings@hampsthwaite.org.uk
Web: www.hampsthwaite.org.uk/memorialhall/
Tel: 01423 770399

**Hampsthwaite Memorial Hall Management Committee
Safeguarding Policy**

For the purposes of these procedures:

- **Management Committee** comprises 'Representatives' from village groups and societies, 'Public Members' elected annually as described in the Memorial Hall Constitution which arises from the [Conveyance of 1953](#)
- **Committee Officers are:** Chair, Vice-Chair, Treasurer, Booking Secretary
- **Management Sub-Group comprises** Committee Officers together with other Committee Members as nominated and appointed annually at the AGM.

The Memorial Hall Management Committee, volunteers and all users of the Memorial Hall, have a duty to safeguard vulnerable users of the Hall and its premises, and those who may come into contact with vulnerable users. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Vulnerable users could include: children, young people, adults with learning difficulties or physical disability, frail, elderly people and carers.

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, financial, bullying, exclusion or neglect.

Bullying, shouting, physical violence, sexism and racism towards children not be permitted or tolerated.

Policy Statement

- No Committee Member, helper or other volunteer or staff will have unsupervised access to children or vulnerable adults unless they have been through a safe recruitment procedure and received appropriate training.
- All suspicions or allegations of abuse against a vulnerable adult or child will be taken seriously and dealt with speedily and appropriately.
- The Management Committee will endeavour to keep the premises safe for use by children and vulnerable adults.
- The Management Committee recognises 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 purpose of holding activities should be informed that North Yorkshire County Council is the lead organisation for any concerns for the welfare of children and vulnerable adults in the Harrogate area and be aware that.
 - if they are worried about a child, a young person under the age of 18, or a vulnerable adult, they should contact the North Yorkshire County Council customer services centre directly on 01609 780780. This number is also available outside of office hours.
 - If they or the person they are concerned about is in danger and immediate action is required, they should ring the emergency services on 999.
- Hirers engaged in activities where Ofsted registration is required (e.g. *Nurseries, Out of School Clubs*), should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.
- The Management Committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18.
- The Committee 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.
- Any concerns that arise should be reported, as a matter of urgency, to a Management Committee Officer who may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before deciding whether to reporting a concern to the lead agency.
- Management Committee Officers should:
 - know that North Yorkshire County Council is the lead organisation and that the contact number is 01609 780780 (inc. out of hours)
 - know that NYCC Referral Procedures can be found online at <http://www.safeguardingchildren.co.uk/>
 - Ensure that there is an environment in which people have the opportunity to raise any matters of concern

Policy as agreed by Memorial Hall Management Committee _____ (Date)

Signed on behalf of the Management Committee _____

Policy to be reviewed on _____ (Date)