**WILLASTON MEMORIAL HALL**

REGISTERED CHARITY NUMBER 520090

**SAFEGUARDING POLICY**

March 2024

**Introduction**

Willaston Memorial Hall is a registered charity managed by a Committee of Management comprising Trustees, the majority of whom are appointed by the prime users of the Hall. Under normal operational conditions the Committee meets every other month but special meetings can be called, preferably with seven days’ notice. The names of the current Trustees and the elected officers who manage the day to day affairs of the Hall can be found on the Hall’s website ([www.willastonmemorialhall.co.uk](http://www.willastonmemorialhall.co.uk/)).

**Safeguarding Principles**

The welfare of children and or vulnerable adults 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 or sexual, or in the form of bullying, exclusion or neglect.

The trustees, volunteers and agents of Willaston Memorial Hall have a legal duty to safeguard children and vulnerable adults who use the Hall and those who may come into contact with them. The definition of ‘children’ includes individuals up to the age of 25 who have special educational needs. Vulnerable adults are those at risk of harm, abuse or neglect.

The Management Committee of Willaston Memorial Hall (referred to as WMH in this document) will respond appropriately to any concerns which are raised regarding the physical, sexual, emotional or psychological safety of children or vulnerable adults or concerns relating to discriminatory behaviour, financial violation or exploitation. This policy is in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith.

**Policy Statement**

WMH provides premises and facilities for community groups and individuals to run activities which may be attended by children and vulnerable adults, but does not itself run such activities, except on a very occasional basis. WMH will endeavour to keep the premises safe for use by children and vulnerable adults and recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically and mentally disabled adults.

Responsibility for ensuring the safety of children and vulnerable adults while at the Hall rests primarily with the individual or organisation hiring the Hall. WMH will require all relevant organisations which use the Hall to have appropriate safeguarding policies and procedures.

Any organisations or individuals hiring the Hall for the purposes of holding activities involving children or vulnerable adults (other than private parties for friends and families) confirm, by signing the terms and conditions of booking, that they have appropriate safeguarding measures in place.

WMH will ensure, via its Conditions of Hire (annexed to the Hire Agreement), 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 and 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 trustees, volunteers or agents of WMH when acting in that capacity have unsupervised access to children or vulnerable adults. However, WMH recognises that safeguarding concerns may be brought to its attention and that any suspicions or allegations of abuse against a child or vulnerable adult must be taken seriously and dealt with speedily and appropriately. To this end, a Safeguarding Lead will be appointed to whom any suspicions or concerns may be reported and who will provide information and advice on safeguarding matters to WMH. The Safeguarding Lead will be appropriately trained to fulfil their role and will keep themselves up to date on developments in safeguarding. The current Safeguarding Lead is Mr Brian Duncan and he can be contacted by email ([brianduncan43@gmail.com](mailto:brianduncan43@gmail.com)) or by telephone (07464 949843).

**Safeguarding Procedures**

All trustees, volunteers and staff will be given information about child protection/vulnerable adults awareness.

An annual review will take place to allow for any required update of policies and or procedures.

New trustees, volunteers and agents must be given an induction to this policy and understand their responsibilities.

A copy of this policy will be displayed for the attention of all at the Hall and on the Hall’s website and will made available on request to hirers. A copy of the notice concerning the handling of concerns which attached as the Appendix to this policy will also be displayed at the Hall.

Organisations hiring the Hall for activities for children will be asked to confirm that they have suitable Child Protection/Safeguarding policies in place before the first booking commences.

Individuals hiring the Hall for activities for children will be made aware of this policy.

Organisations hiring the Hall for activities specifically involving vulnerable adults will be asked to confirm that they have a suitable Vulnerable Adults Protection/Safeguarding Policy before the first booking commences. Other organisations and individuals hiring the Hall whose activities may involve vulnerable adults will be made aware of this policy.

WHM will require hirers to report any damage, breakages or safety issues needing attention to the Bookings Secretary, the Secretary or another Management Committee member, who will inform the appropriate persons. 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 repairs, where and when appropriate. WMH is aware of the extent of drug use in society and will be alert to the possibility that drugs might brought into the Hall, even though this is strictly forbidden and illegal. Post-hire checks will be carried out to ensure that no drugs have been left in the Hall.

A hiring agreement that includes appropriate clauses will be entered into for all hires. WMH will ensure that these provisions are observed when holding any activities itself.

Contractors engaged to carry out work at WMH must not be allowed unsupervised access to children or vulnerable adults. All work should, if possible, be undertaken when facilities are not in use, but appropriate supervision will be arranged if it is necessary to carry out work when this is not possible.

If the premises are to be be used by more than one hirer at the same time, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets or other shared facilities/spaces.

The supervision of all groups remains the responsibility of the people who hire the Hall and who sign the Hire Agreement.

It is the normal expectation that anyone with concerns about safeguarding in relation to children or vulnerable adults who use the Hall will raise those concerns with the organisers of the club/group/activity which the child or vulnerable adult attends. If, however, they are unable to do this for any reason, they may raise the concerns with the Hall’s Safeguarding Lead, Mr Brian Duncan, or with the Local Authority Designated Officer (in the case of children) or Cheshire West and Chester Community Access Team in the case of vulnerable adults. If the safeguarding concern relates to a trustee, volunteer or agent of the Hall, it should be referred to the Hall’s Safeguarding Lead.

When a safeguarding concern is reported to the Safeguarding Lead, he/she must take action, as appropriate:

* if necessary, seek further information/clarification
* refer the individual to appropriate external organisations, e.g. Relate
* refer the case to the Local Authority Designated Officer, if the concern relates to a child, or to the Cheshire West and Chester Community Access Team if the concern relates to a vulnerable adult.
* if it appears that there is an immediate danger to the child or vulnerable adult or a crime has been committed, refer the matter to the Police
* make a record of matter in the Safeguarding Logbook kept for this purpose and ensure that the all the information obtained is kept securely in accordance with current data protection legislation.
* report the matter to the Trustees of the Hall.

The Safeguarding Lead will report periodically to the Management Committee of Willaston Memorial Hall and ensure that the Committee is apprised of and updated on its responsibilities with regard to the safeguarding of children and vulnerable adults.

**Appendix**

**WILLASTON MEMORIAL HALL**

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

**WHAT TO DO IF YOU HAVE CONCERNS ABOUT SAFEGUARDING**

If you have concerns or suspicions that a child or vulnerable adult who attends an activity at Willaston Memorial Hall is or is in danger of being abused, harmed or neglected, you should either:

* raise the concern with the organiser or safeguarding lead of the organisation/club which organises the activity which the child or vulnerable adult attends who will follow the organisation/club’s safeguarding procedures; or
* if you are not able to raise the concern with the organiser or safeguarding lead of the organisation/club which the child or vulnerable adult attends, or if the concern relates to a trustee, volunteer or agent of Willaston Memorial Hall, you should raise it with the Hall’s Safeguarding Lead, who is Mr Brian Duncan who can be contacted by email ([brianduncan43@gmail.com](mailto:brianduncan43@gmail.com)) or telephone (07464 949843).

The Safeguarding Lead:

* will, if necessary, seek further information/clarification
* may refer the case to the Local Authority Designated Officer, if the concern relates to a child, or to the Cheshire West and Chester Community Access Team if the concern relates to a vulnerable adult.
* if it appears that there is an immediate danger to the child or vulnerable adult or a crime has been committed, will refer the matter to the Police
* will make a record of matter in the Safeguarding Logbook kept for this purpose and ensure that the all the information obtained is kept securely in accordance with current data protection legislation.