

Chilmark Reading Room - Protection policy for children and vulnerable adults

Guiding 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, bullying, exclusion or neglect. Bullying, shouting physical violence, sexism and racism towards children will not be permitted or tolerated.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith. A copy of this policy will be displayed for the attention of all in the Reading Room and made available to hirers.

Chilmark Reading Room Management Committee, its trustees, its volunteers, and staff have a duty to safeguard vulnerable users of the Reading Room and those who may come into contact with vulnerable users. They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person.

Policy Statement

1. Policy

No member of the trustees, helpers or other volunteers will have unsupervised access to children or vulnerable adults.

Procedure

All members of the trustees, helpers or other volunteers will be made aware of this policy. Hirers must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, hirers must provide the Committee with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

2. Policy

A trustee or committee member will be appointed to be responsible for child and vulnerable adult protection matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to relevant protection agency.

Procedure

The named person is Morag Philpott until the end of her tenure as Chairperson.

3. Policy

All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.

Procedure

The appointed person will:

- Know who to contact at the local authority.
- Know who to contact in Social Services for advice and referrals.
- Know about helplines and other sources of help for children and young people and vulnerable adults.

Ensure an environment that has the opportunity to raise any child protection or vulnerable adult protection concerns.

4. Policy

All trustees and volunteers will be made aware of the issues surrounding children and vulnerable adults.

Procedure

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Copies of the relevant Acts and Department of Health guidelines will, if necessary, be held by the trustees as reference material for volunteers. Appropriate training for trustees will be encouraged. ACRE's Information Sheets regarding safeguarding children and young people should be made available to all trustees, helpers and volunteers.

5. Policy

The trustees will endeavour to keep the premises safe for use by children and vulnerable adults. The committee recognises that a higher standard of safety is required when used by small children, and those who cannot read notices such as adults with physical or learning disabilities.

Procedure

The trustees will carry out regular health, safety and fire risk assessments in line with current legislation. The committee will require hirers to report any damage, breakages or safety issues needing attention to the appropriate trustee which will be dealt with as soon as is practicable.

Organisations hiring the Reading Room for activities for children will be asked to show their Child Protection policy 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 show their Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring the hall whose activities may involve vulnerable adults will be made aware of this policy.

Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.

6. Policy

The 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 on show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

Procedure

The hiring agreement for the Reading Room will set out the obligations on the hirers with regard to alcohol and other licenced entertainment.

7. Policy

The policies and procedures will be regularly reviewed.

Procedure

An annual review will take place following the AGM to allow for any required up-date of policies and or procedures. New trustees and volunteers will be provided with an understanding of their responsibilities in matters of protection for children and vulnerable adults.

8. Policy

Members of the local community who use the facilities provided by the hall committee should be aware of the Child Protection policies that have been adopted.

Procedure

A copy of this document will be available on the Reading Room website.

Signed off by Chairman 13/02/2021
Next due for review 13/02/2022