

Glentworth Village Hall
Stoney Lane
Glentworth
Lincolnshire
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GLENTWORTH VILLAGE HALL POLICY and PRINCIPLES VULNERABLE USERS

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1 DEFINITIONS

GVH	Glentworth Village Hall
Management	GVH Committee
Users	People or organisations who hire the hall for an event or activity. This includes the Management when their role is that of a User.
Vulnerable Persons	Children, young people, adults with learning difficulties or physical disability, frail, elderly people and carers
Vulnerable Users representative	GVH Booking Secretary, or if that is not possible, the GVH Chairman.

2 SCOPE

The application of the policy and principles are restricted to:

- i) activities by Users of GVH held within the building; and
- ii) activities external to the building, which are a necessary extension of activities described in i) above.

3 POLICY¹

Management and Users of GVH shall have a duty to safeguard Vulnerable Persons.

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 or sexual, bullying, exclusion or neglect.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith

4 PRINCIPLES

4.1 Management

- Management shall bring to the attention of all Users who are likely to come in contact with Vulnerable Users the GVH Policy for Vulnerable Persons.

¹ The original source of this document is the Information Commissioner's Office website: www.ico.gov.uk. Also reference has been made to "the Really Useful Handbook, Lincolnshire County Council, Running Your Group" section.

- Management shall endeavour to keep the premises safe for use by Vulnerable Persons. Management should recognise that a higher standard of safety is required where use is made by Vulnerable Persons.
- Users hiring the hall for activities;
 - for children, should be asked to show their Child Protection policy; and
 - for vulnerable adults, should be asked to show their Vulnerable Adults Protection policy
 - before the first booking commences.
- Management shall ensure that Users 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;
 - that no children may be admitted to films when they are below the age classification for the film or show; and
 - prohibited from gambling or providing entertainment of an adult or sexual nature.
- Any damage, breakages or safety issues raised by a User, which could impact on a Vulnerable User, should be dealt with as soon as practicable.
- If compliance with this policy is not observed and brought to the attention of Management, they Management take appropriate corrective action.
- Management shall nominate a Vulnerable Users representative.
- Contractors engaged to carry out work at GVH shall not be allowed unsupervised access to Vulnerable Users. Appropriate supervision should be arranged if necessary
- A copy of this policy will be held on the GVH web site for the attention of all Management and Users.
- Management shall ensure these policies and principles are reviewed annually and updated if necessary in the interim periods.

4.2 Users

- All Users shall familiarise themselves with the GVH policy for Vulnerable Users. If Users are not competent to apply the policy they should seek advice and/or training.

- Any User holding activities where Ofsted registration is required (see 5.3 below) should display their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with Vulnerable Persons in any kind of activity.
- No Users of the GVH shall have unsupervised access to Vulnerable Persons unless they have been through the safe recruitment procedure (see 5.1 below) and introductory Child Protection or Vulnerable Adults Protection training.
- Users 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.
- If GVH is concurrently occupied by more than one User, Vulnerable Users shall be supervised, for example when using toilets.
- Bullying, shouting, physical violence, sexism and racism towards a Vulnerable Person shall not be permitted or tolerated.
- All suspicions or allegations of abuse against Vulnerable Persons shall be taken seriously by Users and dealt with speedily and appropriately.
- Any suspicions or concerns by a User should be brought to the attention of the Vulnerable Users representative.
- Users shall report any damage, breakages or safety issues needing attention to the Vulnerable Users representative.

5 RELATED INFORMATION

5.1 Safe Recruitment

Any person who is employed should:

- i) complete an application form which shows their employment history; and
- ii) provide at least two references.

If working directly with Vulnerable Users:

- i) one of the references should come from someone who has supervised them working with Vulnerable Users before.
- ii) they should be checked under the Criminal Records Bureau Disclosure System and a copy of the CRB disclosure form kept.

Any volunteers, Users and those having unsupervised access to Vulnerable Users should also go through these procedures.

5.2 Reporting Incidents

The Vulnerable Users representative shall have the responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency. The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

The nominated person should:

- i) establish who to contact at the local authority;
- ii) establish who to contact in Social Services for advice and referrals;
- iii) know about help lines and other sources of help for Vulnerable Users; and
- iv) ensure an environment which provides the opportunity to raise any Vulnerable Persons concerns.

5.3 Ofsted Requirements

If an organisation or person works as a childminder, or provides day care for children under 8 years old for more than two hours each day they must register with Ofsted and be inspected regularly. Nursery education settings which are on their local authority's directory to provide free places for three to four year olds must also be inspected regularly by Ofsted. (www.ofsted.gov.uk). These requirements cover playgroups, nurseries, after school clubs and holiday clubs, amongst others.