

The Victoria Hall

(Registered Charity No: 301961)

Safeguarding Policy

Safeguarding Policy

The Victoria Hall comprises a main hall, a meeting room, a 'bar' area, stage, kitchen, toilets, store rooms, and car park. It is for use by local groups for regular hiring, for one-off events such as parties, and fundraising events by the committee. The hall is managed by The Victoria Hall committee, comprising of both elected trustees and those representing groups that regularly use the hall on a 'not for profit' basis. Its physical upkeep is maintained by a part-time paid caretaker. There are no other hall staff and so there is no one in the hall between bookings, apart from when the caretaker is working.

Hirers for public events/activities are therefore required to have carried out their own risk assessments and, where appropriate, have their own safeguarding policies and procedures in place. The majority of activities and events that take place at the hall are organised and run by members of the public. However, the committee do organise and run fundraising activities throughout the year. Both types of activities may include children and/or vulnerable adults, whether known or unknown. The Victoria Hall Committee therefore recognises that all trustees, staff and volunteers and hirers have a duty to safeguard vulnerable users of the hall, and its premises, 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, or concerns relating to discriminatory or financial violation or exploitation, of a vulnerable person in relation to hall use. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

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 any person using the hall, will not be permitted or tolerated.

Any organised clubs, events or regulated activities, run by either volunteers or committee members, involving vulnerable persons, will not be permitted to take place without first considering the safeguarding implications and making the appropriate provision (eg, risk assessments, policy changes, introductory training, safe recruitment procedures). Organisers of activities knowingly involving children and/or vulnerable adults are advised to carry out safer recruitment processes when it comes to volunteers or staff. Safeguarding training and/or Disclosure and Barring Service (DBS) checks should be considered and carried out if deemed appropriate. The Victoria Hall Committee will keep the premises safe for use by children and vulnerable adults. The Victoria Hall Committee recognises that a higher standard of safety is required where small children, those who cannot read safety notices and physically disabled adults, use the hall. Users of the hall organising activities for these groups will be made aware

of areas of concern in this regard when being shown the hall and will be expected to risk assess for these and mitigate accordingly.

Hirers must be aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

All suspicions or allegations of abuse against any child or adult on hall premises will be taken seriously and dealt with speedily and appropriately, either directly by The Victoria Hall Committee and/or by the relevant user group. Any suspicions or allegations of abuse involving a child or vulnerable adult made evident (either by disclosure or otherwise) during hall activities, but occurring externally to hall activities will be referred to the relevant bodies. Hirers of public events and activities will need to declare the relevant body in their own safeguarding policies and detail their own referral procedures.

Members of the committee will report any such incidents to the Trustees who will then make the necessary referrals to the Hampshire County Council Safeguarding Team – Multi Agency Safeguarding Hub (MASH)

(<https://www.hants.gov.uk/safeguarding>).

All The Victoria Hall Trustees, committee members, hall employees, volunteers and hirers are to be made aware of this policy.