



Safeguarding Vulnerable Users Policy and Procedures

Houghton Village Hall is run by trustees and volunteers. It currently has no employees. All our trustees and volunteers have a duty to safeguard vulnerable users of the hall and those who may come into contact with vulnerable users.

Vulnerable users include:

- children
- young people
- adults with learning difficulties or physical disabilities
- frail, elderly people
- carers

This policy is in place to protect all vulnerable persons regardless of who they are. The nine protected characteristics under the Equality Act 2010 are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. These characteristics are protected from discrimination in various aspects of life, including employment, education, and public services.

Safeguarding Contact Information:

Person responsible	Job Role	Contact information
Ms Kathryn Priddey	Trustee Named Safeguarding Officer	kpriddey@houghtonvillagehall.org.uk
To report safeguarding concerns about a <u>child</u> :	First Response Children's Duty Team at Leicestershire County Council	0116 305 0005 (24 hour phone line)
To report safeguarding concerns about a <u>child</u> :	In cases of <u>immediate danger</u>	Call 999
To report safeguarding concerns about an <u>adult</u>	Social Services at Leicestershire County Council	Mon – Thursday 8.30am to 5pm and Fri 8.30 to 4.30pm, call 0116 305 0004 Evenings, weekends and Bank Holidays, call 0116 255 160
To report safeguarding concerns about an <u>adult</u>	In cases of <u>immediate danger</u>	Call 999

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 or vulnerable adults will not be permitted or tolerated.

We understand the duty of care and responsibility that comes with the position of trust as a trustee and volunteer. A member of committee is appointed to be responsible for safeguarding matters. This person has the responsibility for reporting concerns as a matter of urgency.

Policy Statement:

- No committee members or volunteers will have unsupervised access to children or vulnerable adults
- All suspicions or allegations of abuse against a child and vulnerable adult will be taken seriously and reported and responded to speedily and appropriately.
- All committee members and volunteers will be made aware of this policy and child protection and vulnerable adult issues.
- The committee will take reasonable steps to keep the premises safe for use by children and vulnerable adults. We recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled children and adults.
- Any organisations or individuals hiring the Hall or meeting room for the purposes of holding activities where Ofsted registration is required are expected to have their own Child Protection Policy or Vulnerable Adult Policy as applicable.
- The hirers are responsible for ensuring that alcohol is not consumed by any person under 18.

The Houghton Village Hall Trustees and volunteers are not present during private hirings and therefore it is the responsibility of the hirer to ensure that they comply with their own safeguarding policies and procedures.

Actions that the committee will undertake:

- All committee members and volunteers will be given information about child and vulnerable adults protection regularly New Trustees and volunteers will be given an induction to this policy and will be supported to understand their responsibilities.
- A copy of the policy will be available for the attention of all in the Village Hall on the noticeboard, on the Village Hall website and will be made available on request to hirers.
- For any items that the user feels are damaged, breakages or safety issues needing attention, these are to be reported immediately. Regular users use the Feedback Folder in the reception area Single use hirers report matters on their hire checklist form. These matters will be dealt with as soon as practicable.
- Contractors working at the premises will not be allowed unsupervised access to children or vulnerable adults.
- If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.

Peter Pollard (Chair of the Trustees)

Approved by the Trustee Board: 11 September 2025
Review Date: September 2026 (1 year)