



Great Dunham Amenities Committee

VULNERABLE PERSONS POLICY STATEMENT

THIS POLICY APPLIES TO USERS OF THE GREAT DUNHAM VILLAGE HALL AND COMMUNITY PARK AND PLAY AREAS

All Great Dunham Amenities Committee members, staff and volunteers have a duty to safeguard vulnerable users of the Village Hall and its premises (see above definition) 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.

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

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 and vulnerable adults will not be permitted or tolerated.

Policy Statement

1. No Member of the Committee, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure (see section below) and introductory Child Protection or Vulnerable Adults Protection training.
2. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
3. All staff and volunteers need to be aware of this policy, child protection and vulnerable adult issues and should be offered introductory training.
4. There will be a nominated and named Vulnerable Persons representative to whom any suspicions or concerns should be reported. This person is:
5. The Amenities Committee 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 where use is made by small children, those who cannot read safety notices and physically disabled adults.
6. Any organisations or individuals hiring the premises for the purpose of holding activities where Ofsted registration is required (see below) should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.
7. 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.

8. These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.
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Safe Recruitment.

All staff working directly for the Amenities Committee must:

- Complete an application form which shows their employment history.
 - Provide at least two references.
 - If working directly with children, young people or vulnerable adults, one of the references should come from someone who has supervised them working with these groups before.
 - If working directly with children, young people or vulnerable adults, they should be checked under the Criminal Records Bureau Disclosure System and a copy of the CRB disclosure form kept on the Secretary's file.
 - Any volunteers working for the Committee and having unsupervised access to vulnerable users, may also be required to go through these procedures.
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Reporting Incidents.

The nominated Child Protection and Vulnerable Adult representative will have responsibility for reporting concerns that arise, as a matter of urgency, to the Local Authority Child Protection and Vulnerable Adult lead agency.

The nominated person should :

- 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.
 - Ensure an environment in which members, staff and volunteers have the opportunity to raise any child protection or vulnerable adult protection concerns.
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Ofsted Requirements.

Note to those who work as a childminder, or provide day care for children under 8 years old for more than two hours each day: You must register with Ofsted and be inspected regularly. Nursery education settings which are on the Local Authority's directory to provide free places for three to four year olds, must also be inspected regularly by Ofsted.

These requirements cover Playgroups, Nurseries, After School Clubs and Holiday Clubs, amongst others.
