

Safeguarding Policy

Charity number 1063268

Introduction

The Tremayne Hall comprises a main hall, a meeting room known as The Pope Room, a storage area known as the Green Room which is used as a backstage area for concerts etc, a kitchen, toilets and a small outdoor area where bicycles and cars can be parked, when agreed, during events. It is for use by local groups for regular hiring, for one off events such as parties, fundraising events, weddings, concerts, film showing and other activities as agreed by the Bookings Officer. The hall is managed by the Tremayne Hall Management Committee (THMC), comprising both Trustees and those representing user groups and the community all of whom are volunteers. There are no employed staff and a cleaning contractor visits the hall when the hire schedule allows, to attend to the appropriate tasks. Apart from this the hall is unmanned. Hirers for events and activities are therefore required to have carried out their own risk assessments and, where appropriate, to have their own safeguarding policies and procedures in place.

This safeguarding document is for all trustees, other volunteers, contractors and users of the hall. It will be reviewed and available on the Tremayne Hall website.

Safeguarding Position

The majority of activities and events that take place in the hall are organised and run by members of the public. However, the THMC does organise fundraising and events through the year. Both types of activities may include children and/or vulnerable adults, whether known or unknown. The THMC therefore recognises that all trustees, users and volunteers have a duty to safeguard vulnerable users of the hall and its premises plus those who may come into contact with vulnerable users. They should respond to any concerns about the physical, sexual, emotional, psychological, discriminatory, financial or exploitative safety of a vulnerable person in relation to hall use. This policy is in place to aim to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Principles

The welfare of a 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.

Policy Statement

1. Any organised clubs, events or activities, run either by volunteers, hirers or committee members, involving vulnerable persons, will not be permitted without consideration first being given to the safeguarding implications and making appropriate provision.
2. Organisers of activities knowingly involving children and or vulnerable adults are advised to carry out safer processes when it comes to volunteers or staff. Safeguarding training or DBS checks should be considered and carried out as appropriate.
3. The THMC will keep the premises safe for use by children and vulnerable adults. The committee recognises that a higher standard of safety is required where small children, those who cannot read safety notices and physically challenged adults use the hall. Users of the hall organising events for these groups will be made aware of areas of concern in this

regard when booking the hall and will be expected to risk assess for these and mitigate accordingly.

4. 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. Furthermore, no children may be admitted to films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises, although community raffles and such like will be allowed for charitable fundraising.
5. 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 THMC and or the relevant user group. Any suspicions or allegations of abuse involving a child or vulnerable adult made evident by disclosure or otherwise, during hall activities, but occurring externally to hall activities will be referred to the relevant bodies. Hirers from Public bodies will need to declare the relevant body in their own safeguarding policy and follow their own referral procedures. Any such incidents will be reported by the THMC Chair to the local safeguarding authority. All members of the THMC will be given advice on how to handle disclosures from a child or vulnerable adult and this information will be available on request to all users.

Procedures

1. A copy of this policy will be available on the hall website and attention drawn to it prior to bookings being confirmed.
2. New committee members will be instructed to read and absorb this policy.
3. Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required should show their Ofsted registration and Safeguarding Child protection policy, to the Bookings Officer.
4. Hirings for activities specifically for children will be required to have a Child protection/safeguarding policy and procedure.
5. Hirers are required to report any damage, breakages or safety issues to the Bookings Officer or other committee member, who will inform those appropriate and arrange for repair as soon as possible.
6. Attention will be drawn to the requirements for licensable activities.
7. Contractors must not be allowed unsupervised access to children or vulnerable adults. If repairs are required while they are on the premises hirers and organisers will be made aware so that they can make appropriate extra arrangements as necessary.
8. Hire bookings for vulnerable groups will take the whole building and no other part of the hall will be available separately.
9. Risk assessments should take this policy and implications into account.

Adopted May 2024

Review May 2025