

Hawkesbury Hospital Hall

Charity Number 1176993

Safeguarding Policy Document

This policy has been adopted by Hawkesbury Hospital Hall Management Committee at a meeting on Monday 10th March 2025. The Committee are responsible for its review biennially.

Date: March 2025

Review Date: March 2027

General Requirements

Hawkesbury Hospital Hall recognises the importance of providing a safe and trusted environment which safeguards anyone who comes into contact with our organisation, including staff and volunteers: we encourage all of our users to adopt a similar approach. Wherever required, Hall Users are expected to implement their own Safeguarding Policies and Practices to cover the specific requirements of their group or organisation. South Gloucestershire Council have an extensive Website containing up to date information & guidance on Safeguarding [here](#).

Anyone wishing to report a Safeguarding concern can do so by contacting [South Gloucestershire Council Safeguarding Team](#):

- Concerns about a child 01454 866000
- Concerns about an adult 01454 868007

Scope

- In line with best practice, the Management Committee recognises that Safeguarding goes beyond preventing physical abuse, and includes protecting people from harm generally, including neglect, emotional abuse, exploitation, radicalisation, and the consequences of the misuse of personal data. Bullying, shouting, physical violence, sexism and racism towards Hall users will not be tolerated.
- We recognise the importance of protecting all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith. Vulnerable users could include children, young people, adults with learning difficulties or physical disability, elderly people, carers.

Arrangements

Hawkesbury Hospital Hall Management Committee believes that children and vulnerable adults have the right to be secure and free from the fear and reality of abuse.

The Members of the Management Committee do not supervise children or vulnerable adults as part of their function within the Committee. CRB/DBS checks are not required of them unless they are to have unsupervised access to children or vulnerable adults. Should this become necessary, the checks will be undertaken in line with the relevant legislation.

The Management Committee will endeavour to keep the premises safe for use by children and vulnerable adults, promoting wellbeing and responding effectively if concerns are raised.

All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately. An investigation will not be carried out: the issue will be reported to the Police, Social Services, or the Local Authority Child Protection Agency. Advice at any stage may be sought from South Gloucestershire Council Safeguarding Team on 01454 866000.

Organisations hiring out the Hall that are undertaking regulated activities, including any adult working with children or vulnerable adults, must have the necessary checks, Policies and registrations in place, including:

- A Child Protection / Vulnerable Adults Policy.

- Safer Recruitment Processes used to appoint staff who will be working with children or vulnerable adults in any kind of activity.
- Ofsted registration if appropriate.

It is the hirer's responsibility to ensure that these are in place before the Hall hire takes place. Organisers of activities involving Children and Vulnerable People must disclose details of this documentation to the Committee upon request. Use of the Hall will not be permitted if compliance with this requirement cannot be demonstrated.

In the event of a child or vulnerable adult not being collected after an event, the responsibility of dealing with this situation rests solely with the hirer.

Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults.

The Hall Committee requires hirers to report immediately any damage, breakages or safety issues needing attention to the Booking Secretary who will inform the appropriate Committee Members. These will be dealt with as soon as possible, and consideration given to the need to restrict access to children or vulnerable adults until the repair is complete.

If the Management Committee of Hawkesbury Hospital Hall organise events to include children and / or vulnerable adults, then it is stated that children must be accompanied by parents or guardians.

This policy has been adopted by Hawkesbury Hospital Hall Management Committee and will be reviewed on a bi-annual basis and/or when changes occur in National Legislation or Procedures. New Management Committee members will be provided with an understanding of their responsibilities in line with this policy.

Hall Committee

- Any individual who feels they have been mistreated in any way by the organisation or its representatives is encouraged to report the issue as soon as possible to the Chairperson or Vicechair who will be required fully investigate events, and to take timely and appropriate action. If it is not appropriate to report to the Chair or Vice chair, or if the individual does not feel the issue has been satisfactorily resolved, the issue should be reported to the Clerk of the Parish Council.

Reporting

- Any Committee Member who becomes aware of a safeguarding issue should also report the incident to the Chairperson or Vicechair immediately, in the strictest confidence.
- The Chair or Vicechair will take action to resolve the issue, speedily and appropriate, involving if appropriate the local authority or regulators. The Chair / Vicechair has a duty to ensure that appropriate follow up action is taken on the basis of the issue raised, and to report the outcome to the person who raised the issue.