

MOTCOMBE MEMORIAL HALL AND RECREATION GROUND TRUST

POLICY STATEMENT – CHILDREN AND VULNERABLE ADULTS

The Trustees of the Motcombe Memorial Hall and Recreation Ground (the "Trustees") recognise the need to ensure that children and vulnerable adults who come into or use the Motcombe Memorial Hall or the Clock Hall (hereinafter referred to as "the Trust premises") are provided with a safe and secure environment and are protected from harm.

In addition to the duties, responsibilities and conditions of hire which apply to the use and hire of the hall in general (eg health and safety and fire regulations etc), every events organiser and hirer of any Trust premises (hereinafter referred to as "the hirer") must, as a condition of hire of the premises, comply with the Conditions of Hire set out below in the case of any activity that includes children and/or vulnerable adults.

Please note that these conditions apply - only as relevant and appropriate - to use of the Recreation Ground eg sports and other activities where children or vulnerable persons are involved

CONDITIONS OF HIRE FOR ACTIVITIES INVOLVING CHILDREN AND/OR VULNERABLE ADULTS

1. CHILDREN

1.1 The Hirer must comply with and produce evidence to the Bookings Secretary of any legal requirements that may relate to the hire (e.g. playgroups and Ofsted registration). This includes copies of applicable child protection procedures and of completed checks under the Criminal Record Bureau Disclosure Services ("CRB").

1.2 Many people, such as scout leaders, teachers and trainers, will already have such completed checks in place. The Bookings Secretary reserves the right to require a more up-to-date check.

Child Protection

1.3 Any Trust representative or volunteer who is likely to be in unsupervised

contact with any child based group in any Trust premises must have been checked by the CRB.

1.4 It is the responsibility of the Hirer to ensure that any person who has contact with the children in their care is never left alone with a child unless they have been checked by the CRB.

Employment of Children

1.5 All hirers of any Trust premises are expected to observe all laws and rules governing the employment of children.

Stage Performances.

1.6 Hirers need to comply, where appropriate, with The Children (Performance) Regulations 1968 which sets out the requirements for children performing in a show over a period of time.

Children Left Behind

1.7 In the event that a child is not collected from an activity or event, the responsibility for dealing with this situation rests with the Hirer who, if necessary, must seek the advice or the involvement of the Police or other authorities.

2. VULNERABLE ADULTS

2.1. The Trustees believe that a comparable duty of care is owed to vulnerable adults (elderly, mentally and/or physically disabled) as it is to children. The Trustees refer to their other policies and Codes of Conduct where they are applicable.

2.2. The Bookings Secretary may therefore require the Hirer to comply, as and in ways that are relevant and appropriate, with the requirements of Section 1 above in relation to vulnerable adults.

2. The Trust premises and car parking arrangements are designed to provide access and facilities suitable for vulnerable adults including those using wheelchairs, but the onus is on a hirer to make sure that any Trust premises to be used by them is suitable for the particular needs of their own members, customers or users.

3. GENERAL GUIDELINES

3.1 Be fully prepared for emergencies, taking into full account the vulnerabilities and the likely confused state of those in your charge.

3.2 Because of the vulnerability of children and vulnerable adults, admission should be by invitation or ticket only.

3.3 There should be adequate adult supervision with a minimum of 2 persons at all times.

3.4 There is no telephone in either of the Trust premises, so any supervising adult should have a mobile phone with them and be ready to summon and know from whom to get appropriate support.

3.5 It is important for a hirer to apply and enforce standards and rules which are appropriate for those in their charge eg forbidding unsupervised access to the kitchen or time spent outside the hired premises.

3.6 A hirer should not provide alcohol and should take all reasonable steps to ensure it is not brought on to the premises.

3.7 Toilets and cloakrooms should be checked regularly.

3.8 Hirers need to take particular care to ensure those in their charge observe the no smoking ban in Trust premises .

3.9 In the interests of child protection, it is best not to leave a child alone with an adult that is not that child's parent or guardian.

Signed
Chairman of the Trustees

Dated