

Overton Village Hall Management Committee

Safeguarding Children & Vulnerable Adults Policy

Objective

The welfare of all children and vulnerable adults is of paramount importance to the Overton Village Hall Management Committee and we have a duty to ensure all children and vulnerable adults who use the hall, and its facilities are safeguarded.

This duty of care applies both at functions and events organised by the Management Committee or at functions and events organised by an individual, a group, a club, or a company.

The objective of this document is to define how all children and vulnerable persons are protected within the village hall, regardless of their age, gender, ethnicity, religion, faith, or sexuality.

Definitions

- **Children** - legally, a child is defined as anyone under the age of 18
- **Vulnerable Adults** - are people 18 years of age, or older, who are unable to provide for their own needs and protect themselves against abuse or serious exploitation due to impairment of mental, physical and emotional function.

Safeguarding Policy

All suspicions or allegations of abuse against a child or a vulnerable adult will be taken seriously and dealt with appropriately and with speed.

Overton Village Hall Management Committee do not supervise children or vulnerable adults as part of their normal function as Committee members.

If the Management Committee decide to organise an event that includes children, **it must be stated that children must be accompanied by parents or guardians.** Therefore, for such one-off events, Disclosure and Baring Service (DBS) checks will not be required for members of the Management Committee or the Caretaker.

All groups or individuals who hire the village hall will (if their activities involve children and/or vulnerable adults who are not accompanied by parents or guardians) require Disclosure and Baring Service (DBS) checks. It is the responsibility of the organisers of these groups to ensure they comply and have all the appropriate policies and procedures in place. Each group should have its own safeguarding policy, irrespective of the frequency at which it hires the village Hall.

This policy will be reviewed on an annual basis at the AGM and/or when changes occur in National Legislation.

Instances where a DBS Check is not required

For a volunteer assisting with supervision, teaching, or training a child or vulnerable adult, **as a one-off event** in the company of parents or guardians – does not require a DBS Check.

Instances where a DBS Check is required

However, there are plenty of one-off circumstances where parents or guardians can watch over children or vulnerable adults, but volunteers must have been screened regardless.

These situations include – but are not limited to – any time when they are required to provide personal care, or help a child eat, drink or wash. Furthermore, any care or supervision of a child which can be classed as unsupervised activities that are carried out ***on a regular basis***. For example: teaching or training a child in the company of parents on **a regular basis would mean that the individual in question needs an enhanced DBS check.**

Procedure

The Chairman of the Overton Village Hall Management Committee is the named member of the Management Committee to whom all related comments or allegations should be forwarded.

Upon receipt of any information, the Chairman will contact Wrexham County Borough Council [Monday – Thursday 5:00pm to 8.30am. Weekends from 4.30pm on Friday until 8.30am on Monday (all day Saturday and Sunday) and on Bank Holidays] as follows:

- Children's Single Point of Access (SPoA) on 01978 292039 during normal office hours, and out of hours on 0345 053 3116.
- Social Services Adult Protection Team (POVA) on 01978 292066 during normal office hours, and out of hours on 0345 053 3116.