

PORTFIELD COMMUNITY HALL POLICY FOR WORKING WITH CHILDREN AND VULNERABLE ADULTS

Aims

To ensure that trustees and users of the community hall regard the welfare of children and vulnerable adults to be paramount, and aim to provide a safe environment for children and adults to use.

This policy has relevance to those organising functions in the Hall which involve children or vulnerable adults. A copy of this policy will be posted in the Hall - function organisers will be made aware of it and must sign the Lettings Form to signify their group's observance of the policy.

All organisers of functions in the Hall must:

- ensure that no one in their group has unsupervised access to children or vulnerable adults unless appropriately vetted.
- be aware of the relevant vetting procedures – if checks become necessary they will be undertaken in compliance with the Protection of Children Act 1999, the Children Act 1989 and Part V of the Police Act 1997
- be aware of protection issues relating to children and vulnerable adults
- refer any concerns regarding child protection issues to the Community Hall's Chairman who has responsibility for investigating and reporting, as a matter of urgency, all suspicions or allegations of abuse against a child or vulnerable adult to the appropriate authority.
- the trustees must be informed within 7 days of any allegations and the course of action taken.
- If the Chairman is unavailable or there is a conflict of interests then a trustee will be chosen by the committee to deal with the matter.

The Committee will review this policy annually.

Adopted by Portfield Community Hall Committee on

Signed..... PCH Chair

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