

# Horton Village Hall

## Children and Vulnerable Adults Policy Statement

The Horton Village Hall Committee (referred to as "HVHMC") provides premises at the Horton Village Hall that can be used to provide activities for children and vulnerable adults.

It is the intention of the HVHMC to ensure that children and vulnerable adults who come into the premises are provided with a safe and secure environment and are protected from harm.

The HVHMC requires that the same responsibilities and conditions of hire which the HVHMC have for the use of the hall in general, also apply to the use for activities for children and vulnerable adults i.e. health and safety and fire regulations etc. In addition the HVHMC have set out conditions in Appendix A of this policy, which the Hirer for activities including children and/or vulnerable adults must comply with as a condition of hire of the premises.

"The HVHMC will not hire the hall to organisations for use by children or vulnerable persons unless the organisation can demonstrate to the HVHMC that they meet all current Children and Vulnerable Adults Legislation which includes proof that the necessary Criminal Record Bureau checks have been carried out".

Signed (on behalf of Horton Village Hall Committee):

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Name: .....

Position: ..... Date:

.....

## APPENDIX A

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

#### A. CHILDREN – Definition = All Children Under 18 years Old.

##### 1. The Hirer

The Hirer must comply and produce evidence to the HVHMC of any legal requirements that may relate to their hiring e.g. playgroup and Ofsted Registration.

##### 2. Employment of Children.

The HVHMC complies with legislation relating to employment of children. Special risk assessments will also be required.

##### 3. Stage Performances.

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

##### 4. Young People – Parties and Clubs

The HVHMC attaches a Guidance Note relating to arrangements for private e.g. children's parties which the Hirer is advised to follow: N.B. Hire agreement can only be signed by persons over 18 yrs of age.

##### 5. Children Left Behind

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 advice or involvement of the Police or other authorities.

**B. VULNERABLE ADULTS – Definition = Any person aged 18 yrs and over who is or maybe in need of Community Care by reason of mental, physical disability or by age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.**

1. The HVHMC extends the same duty of care in relation of care in relation to vulnerable adults (elderly, mentally and/or physically disabled).

The Hirer must satisfy themselves that the Premises and its facilities are suitable for their users.

### **GUIDELINES TO PARENTS AND ORGANISERS OF EVENTS INVOLVING CHILDREN UNDER 18 YEARS OF AGE.**

□ Be fully prepared for emergencies – see Standard Conditions of Hire.

- Admit by invitation or ticket only; ensure gate crashers cannot gain entry.
- Ensure there is adequate adult supervision with minimum of 2 persons at all times.
- Bring a mobile phone to summons support if you need it.
- Set clear rules and enforce them i.e. no children in kitchen, none allowed outside of building etc.
- You do not provide alcohol (watch smuggling attempts).
- You regularly check toilets and cloakrooms.
- You enforce no smoking.
- You decide in advance how to deal with a child who is not collected at the end of evening.

These guidelines should be helpful in ensuring you have a successful event for all.