



# The Institute, Kelvedon

Charity Number 272790

78 High Street  
Kelvedon,  
Essex  
CO5 9AA

## Child and Vulnerable Adults Protection Policy

### Guiding principles.

The welfare of children and vulnerable adults is paramount and is the responsibility of the Institute Committee and **everyone** who uses the hall. All children and vulnerable adults have the right to protection from abuse, whether physical, verbal, bullying, exclusion or neglect. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

### Procedures

- All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately. Please report any suspicions or concerns to the appointed member or the chairperson of the management committee, as listed on the website who has the responsibility for reporting concerns that arise, as a matter of urgency, to the Local Authority Designated Officer (LADO). The hirer can of course report their concerns directly to the LADO.
- All Committee members and volunteers will be required to become aware of child protection and vulnerable adult issues. Relevant Acts and Department of Health Guidelines will be held by the Committee as a reference material for members.
- The Committee recognises that a higher standard of safety is required to ensure the premises are safe when used by children and vulnerable adults.
- It is the Hirers' responsibility to obtain a copy of the Institute Hall Health and Safety Policy from the website and to familiarise themselves with the contents. The Hirer will be required to sign the hiring agreement as stated in that policy.
- The hirers is to be reminded of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold or distributed to those under 18 years of age via the General Conditions of Hire.
- Organisations hiring the hall for activities for children/vulnerable adults will be asked to show their Child Protection/Vulnerable adults policy once their booking has been confirmed to ensure they have a policy in place. Individuals hiring the hall for activities for children/vulnerable adults will be made aware of the Institute Hall Child and Vulnerable Person Policy.
- Organisations hiring the hall to provide a facility for Children/vulnerable adults once their booking has been confirmed will be required for the Named person on the Booking form to show his/her DBS disclosure certificate to the Booking Secretary and the disclosure number will be recorded. Any delegation of that hirer to other people to supervise the children is the responsibility of the hirer and the Committee will not check these delegates for DBS disclosure.
- When the hall is hired out for a private children's party or any other gathering of this nature parents and carers are always responsible for supervising their children. They will be made aware of the Institute's Child and Vulnerable persons policy when they sign a Hirer's agreement and understand that they are all responsible for the safeguarding of children and vulnerable adults.
- This policy will be reviewed on an annual basis at the Annual General Meeting and/or when changes occur in National Legislation or Procedures. The reviewed policy will then be ratified during a committee meeting by all members.



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- New Committee members will be asked to read the policy when becoming a member to understand their responsibilities.
- Any breaches of the policy will be reported at the next Committee Meeting where they will be recorded in the minutes

## **Definition of Abuse**

Abuse is described as “a violation of an individual’s human or civil rights by any other person or persons” (No Secrets, Department of Health - 2000).

## **Definition of a Vulnerable Adult**

A vulnerable adult is defined as a person who: “may be in need of services by reason of mental or other disability, age or illness: and who may not be able to take care of him or herself or is unable to protect him or herself against significant harm or exploitation.” (Who Decides, Lord Chancellor’s Department – 1997]

## **DBS**

Disclosure and Barring service

Policy reviewed: \_\_\_\_\_