**Kingston Village Hall**

**Vulnerable Persons Policy**

Kingston Village Hall is a community building available for and hired out for use by residents of Kingston and members of the public. The Village Hall does not have any employees and any events organised at the Hall are under the supervision of, and at the risk of, the named Hirer. This policy applies to users of the village hall and the adjacent hardstanding facility.

Kingston Village Hall is mostly unmanned and is used by hirers without staff or volunteers in attendance. Therefore, the onus is on the hirers/visitors to be aware of their own safety and the safety of vulnerable people.

While recognising the provisions above, all Kingston Village Hall Management Committee members, staff and volunteers acknowledge their obligations to safeguard vulnerable users of the hall and its premises and those who may come into contact with vulnerable users. They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

1. The Management Committee will endeavour to keep the premises safe for use by children and vulnerable adults. The Committee recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults.
2. The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children will not be permitted or tolerated.
3. The Committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. The Committee will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
4. There will be a nominated and named Vulnerable Users representative to who any suspicions or concerns should be reported. This representative will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency. This person is **Suzy Stokes** until further notice.

**Reporting Incidents**

The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

The nominated person should:

* know who to contact at the local authority
* know who to contact in Social Services for advice and referrals
* know about help lines and other sources of help for children and young people and vulnerable adults

This policy will be reviewed every three years or earlier, if necessary.

Two Trustees to sign

Patricia Draper

Paul Wright

Dated: 01/03/2024