

# REEPHAM TOWN HALL CHILD AND VULNERABLE ADULTS SAFEGUARDING POLICY

This statement of policy and procedures applies to users of, and activities in, Reepham Town Hall and any ancillary activities which are the responsibility of the Town Hall Management Committee and Reepham Town Council.

This policy is in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults have the right to protection from abuse whether physical, verbal, sexual, bullying, exclusion or neglect.

All people associated with the Town Hall and its use have a responsibility for the safeguarding of children and vulnerable adults.

Report safeguarding allegations or concerns to Norfolk County Council Children's or Adult's services at the earliest possible opportunity, and at least within 24 hours. If it is out of office hours or in an emergency then contact Multi Action Safeguarding Hub on 0344 80 8020.

Dial 999, if a child, young person or vulnerable adult may be in imminent danger or a criminal offence may have been committed.

The Town Hall Management committee will endeavor to keep the premises safe for use.

No member of the Committee, town hall staff, outside contractors, hirers or volunteers will have unsupervised access to children or vulnerable adults unless in possession of appropriate clearance such as DBS.

The Town Hall Management Committee will ensure that all hirers/users of the Hall are aware that any safeguarding of children or vulnerable adults is the responsibility of the hirers.

Hirers need to be aware that facilities such as the toilets might be shared with other users and that appropriate supervision/arrangements should be made.

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 and that no children may be admitted to films when they are below the age classification for the film or show.

No entertainment of an adult or sexual nature shall be permitted on the premises.

Acceptance of the Town Hall's safeguarding policy is part of the agreed contract taken out on hiring the Hall.

A copy of this policy will be displayed for the attention of all on the Hall notice board. The policy will be reviewed on a regular basis.