

STEDHAM MEMORIAL HALL

SAFEGUARDING POLICY

Date of issue: 1st February 2026

Date of review: 30th January 2027



This policy and procedures apply to all users of, and activities in, Stedham Memorial Village Hall and any ancillary activities outside the hall which are the responsibility of the Village Hall Committee.

Principles

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

All people associated with Stedham Memorial Village Hall and its use have a responsibility for the safeguarding of children, young people and vulnerable adults. The Village Hall Committee will make their best endeavours to keep the premises safe for use (please also see the Health and Safety policy).

Policy Statement

- No member of the trustees, helpers, or other volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure and introductory Child Protection or Vulnerable Adults training
- All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately
- All staff and volunteers need to be aware of this policy, child protection and vulnerable adult issues.
- There will be a nominated and named Vulnerable Users Representative to whom any suspicions or concerns should be reported. This person is Alastair Crossman.
- The committee will endeavour to keep the premises safe for use by children and vulnerable adults. The committee recognises that a higher standard is required where use is made by small children, those who cannot read safety notices and physically disabled adults.
- The committee will require hirers to report any damage, breakages or safety issues needing attention to the booking secretary or a member of the committee who will inform the appropriate people. Such issues will be dealt with as soon as practicable in the light of the circumstances with provision to prevent access by children and vulnerable adults pending repair where appropriate.

- Contractors engaged to carry out work on the premises must not be allowed unsupervised access to children or vulnerable adults.
- If the premises are being used by more than one Hirer, the attention of Hirers must be drawn to the need to ensure that children and vulnerable adults are supervised when using the toilets.
- Any organisation or individuals hiring the hall for the purpose of holding activities where Ofsted registration is required should show their registration and their own child protection policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.
- 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 of classification for the film or show in question. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
- These policies and procedures shall be reviewed annually and update as appropriate in the interim period.

Additional responsibilities of Hirers

- Any organisation or individuals hiring the hall as a venue for an event or activity for under 18s or vulnerable adults must ensure that they are fully cognisant of relevant and current safeguarding requirements.
- When using the hall, Hirers must adopt suitable procedures to ensure that they fully comply with the law, good practice, and common sense always including sufficient and appropriate levels of supervision.

Retained Rights of Hall Committee

The committee reserves the right to require hirers to provide copies of their own safeguarding policies and procedures to give appropriate assurance as necessary.

This document has been read and reviewed by the trustees of Stedham Memorial Hall for February 2027.

The policy will be reviewed annually, and is due for review at the latest by February 2027

**Alastair Crossman
Chair**