

# Stockbridge Town Hall CIO

## Safeguarding Policy - Children and Adults at Risk

Last approved by Trustees 20<sup>th</sup> January 2026



*Those at risk include children, young people, adults with learning difficulties or physical disability, frail and elderly people.*

### INTRODUCTION

Stockbridge Town Hall Trustees, Staff and Volunteers have a duty to safeguard children and adult users at risk on its premises. They should respond to any concerns regarding the physical, sexual, emotional or psychological safety of a vulnerable user or concerns relating to discriminatory, financial violation, exploitation or neglect of a user at risk. This policy applies to all children and adult users regardless of gender, ethnicity, disability, sexuality, religion or faith.

### PRINCIPLE

The welfare of the users of the hall is paramount and is the responsibility of everyone. All users, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect.

### POLICY

1. No member of the trustees, staff or volunteers will have unsupervised access to adults and children at risk users unless they have been through the Safe Recruitment Procedure (*see below*) and Introductory Child Protection or Vulnerable Adults Protection Training.
2. Any suspicions or allegations of abuse against vulnerable users will be taken seriously and dealt with speedily and appropriately.
3. All trustees, staff and volunteers need to be aware of this policy and should, if requested, be offered appropriate training
4. At each Trustee Meeting following the Annual General Meeting one or more of the trustees will be nominated as the Children and Adults at Risk Representative to whom any suspicions or concerns should be reported and who will be responsible for recording the concern and for the onward reporting of such incidents to the appropriate authorities (*see below*)
5. The Town Hall Management Committee will endeavour to keep the premises safe for use by users at risk. 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.

### USERS

6. The Town Hall is unmanned most of the time and the onus is on hirers to be aware of their own safety and the safety of children and adult users at risk.
7. Any organisation hiring the hall for activities with children will be required to show their Child Protection Policy to the one of the nominated Representatives (*see 4 above*) before the first booking commences
8. Any organisation or individuals hiring the hall for the purpose of holding activities where OFSTED registration is required will be required to show their registration and their Child Protection Policy to one of the nominated Representatives (*see 4 above*) before the first booking commences
9. Organisations hiring the hall for activities specifically involving adults and children at risk will be required to show their Protection Policy to one of the nominated Representatives (*see 4 above*) before the first booking commences.
10. The Town Hall Management Committee will ensure that hirers are made aware of:-

- a) their obligation to be aware of the Town Hall Safeguarding Policy and, where necessary, to have a Safeguarding Policy suitable for their own circumstances
  - b) their obligation under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18
  - c) their obligation to make sure that no children may be admitted to films when they are below the age classification for the film or show
  - d) their obligation to make certain that no gambling or entertainment of an adult sexual nature shall be permitted on the premises
  - e) the need to ensure that vulnerable users are supervised when using toilets
11. Hirers must report any damage, breakages or safety issues that may affect vulnerable users to one of the nominated Representatives.
12. The above provisions will be included in the terms and conditions of any Hiring Contract with Users

### **CONTRACTORS**

13. Contractors engaged to carry out work at the Town Hall must not be allowed unsupervised access to adults and children at risk.

### **GENERAL**

14. This policy will be reviewed annually and updated as appropriate.
15. A copy of this policy will be displayed in the Town Hall and made available, on request, to users.

### **Children and Adults at Risk Representatives:**

Paul Kidd [paulkidd51@gmail.com](mailto:paulkidd51@gmail.com)

Mary Richards [maryrichards2@hotmail.co.uk](mailto:maryrichards2@hotmail.co.uk)

---

### **NOTES**

#### **SAFE RECRUITMENT PROCEDURES** *(see 1 above)*

If working directly with children and adults at risk any member of the trustees, staff or volunteers must:-

- complete a form showing their employment history
- provide at least two references one of which should come from someone who has supervised them working with children, young people or vulnerable adults

In addition the Town Hall Management Committee may request a criminal records check through the Disclosure and Barring Service (DBS) together with information held locally by police forces that is reasonably considered to be relevant

#### **REPORTING INCIDENTS** *(see 4 above)*

The nominated Representatives will have responsibility for reporting concerns that arise, as a matter of urgency, to the Local Authority Child Protection and Vulnerable Adult Lead Agency. The Representative(s) 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 helplines and other sources of help for children and young people and vulnerable adults
- ensure that there is an environment in which trustees, staff, volunteers and users have the opportunity to raise any child protection or vulnerable adult protection concerns.

## Safeguarding Policy – additional information

### Reporting Concerns - Children

**Reporting concerns and general guidance** can be found on the **Children's Services** section of the Hampshire County Council website

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren>

Phone 0300 555 1384 or email [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk)

*Please note: Emails are dealt with during normal office hours Monday to Friday, 9am to 5pm. At other times phone the out of hours number 0300 555 1373*

**Further advice regarding vulnerable children can be found on the NSPCC website**

<https://www.nspcc.org.uk/what-you-can-do/get-advice-and-support/>

**Sources of help** and emotional support for children and young people on issues relating to child abuse, bullying etc.

**Childline:** 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

### Reporting Concerns – Vulnerable Adults

Reporting concerns and general guidance can be found on the **Adult Social Care** section of the Hampshire County Council website

<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding>

If you have concerns or want to report abuse phone Hampshire Adult Services on 0300 555 1386 or the police on 101. Monday to Thursday 8.30am to 5pm Friday 8.30am to 4.30pm. Out of hours number 0300 555 1373

Independent support can be received from the **Elder Abuse Response** Helpline 0808 808 8141 (Monday to Friday, 9am to 5pm). For people with a learning disability **Respond** exists in order to lessen the effect of trauma and abuse on people with learning disabilities, their families and supporters.