

# Wootton and Dry Sandford Community Centre Ltd

Charity No. 1121899

Company No. 6441376

## Child Protection and Vulnerable Persons Policy

**All Wootton and Dry Sandford Community Centre (W&DSCC) Board members, staff and volunteers have a duty to safeguard children and vulnerable users of the community centre and its premises. They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a child or vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person.**

- 1) No member of the Board, 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 Protection training.
- 2) All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
- 3) All staff and volunteers need to be aware of this policy, child protection and vulnerable adult issues, and if appropriate should seek introductory training.
- 4) There will be a nominated and named Child Protection and Vulnerable Users representative to whom any suspicions or concerns should be reported. This person is Debbie Elwood until 31 August 2013.
- 5) The Board will endeavour to keep the premises safe for use by children and vulnerable adults. The Board 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. Hirers are responsible for ensuring the supervision of any children and vulnerable persons within their group.
- 6) Any organisations or individuals hiring the Community Centre for the purposes 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.
- 7) The Board 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 Board 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.
- 8) This policy will be reviewed annually and updated as appropriate in the interim periods.

Signature: .....

Date: .....

Position: Chairman

**Date to be reviewed: July 2013**