



Cobham Village Hall Safeguarding Policy

Cobham Village Hall is committed to providing a safe and welcoming environment for all users of the Hall, particularly children, young people and vulnerable adults. Although the Hall does not normally run activities directly, the Trustees recognise their responsibility to take reasonable steps to safeguard those who use our premises. The Trustees will ensure appropriate safeguarding arrangements are in place and nominate a Safeguarding Lead.

Designated Safeguarding Lead: Kate Hylands

Contact details: kate@cobhamvillagehall.com

This statement of policy and procedure applies to all Hirers of the hall, volunteers acting on behalf of the hall, members of staff and of the Board of Trustees and contractors working on site.

Core objectives

This policy is in place to:

- Promote the safety and wellbeing of children and vulnerable adults.
- Ensure safeguarding concerns are taken seriously.
- Respond appropriately to concerns raised.
- Require hirers running activities for children or vulnerable adults to have appropriate safeguarding policies in place.

All people associated with Cobham Village Hall and its use have a responsibility for the safeguarding of children and vulnerable adults. The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone.

Obligations of the Hirer

Any organisation or individual hiring the Hall for activities involving children or vulnerable adults must:

- Be responsible for the safeguarding of participants.
- Have their own safeguarding/child protection policy (where appropriate).
- Ensure leaders/volunteers are suitably vetted (e.g. DBS checks where required).
- Comply with relevant legislation.
- Prevent access to inappropriate, illegal, or harmful digital content.
- Inform the Hall's Designated Safeguarding Lead immediately of any safeguarding incidents or allegations that occur during their hire period, in addition to notifying their own authorities.

The Hall reserves the right to request a copy of safeguarding policies where appropriate. By signing the Hall's hire form the Hirer agrees to be bound by the terms and conditions, including safeguarding.

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

Hirers must be 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 view 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.

Contractors and site maintenance

Contractors will only be permitted on site under the supervision of a Trustee, Hall staff, or the staff of an active hiring group (such as the nursery). Contractors will never have unsupervised, independent access to children or vulnerable adults so are not required to undergo separate DBS vetting by the Hall.

Procedure for handling safeguarding concerns

If someone believes a child or vulnerable adult is at immediate risk of harm, they should telephone **999 (emergency)** or **101 (non-emergency)**.

Safeguarding concerns should also be reported to the Designated Safeguarding Lead as soon as possible. They will:

- Record the concern securely.
- Decide whether external agencies should be informed (such as the Local Authority Multi-Agency Safeguarding Hub).
- Keep information confidential, sharing only on a need-to-know basis.

The Hall does not investigate allegations itself but will cooperate fully with statutory authorities. All safeguarding concerns will be handled sensitively and in accordance with data protection law. Information will only be shared where necessary to protect individuals.

Governance and serious incident reporting

As a registered charity, the Board of Trustees recognises its legal duty to safeguard all beneficiaries, volunteers, and visitors. In the event of a significant safeguarding failure, serious allegation, or incident occurring on the premises, the Trustees will promptly submit a Serious Incident Report to the Charity Commission.

Reviewed: April 2026

Approved: April 2026

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