



# Safeguarding Policy for Hirers of Calne Town Council Premises and Services

## **1. Introduction**

Everyone has a duty to safeguard children, young people and vulnerable adults.

Calne Town Council (CTC) takes its responsibility very seriously to protect children, young people and vulnerable adults who use our premises and services and set the principles we expect from our staff, Councillors and volunteers.

## **2. Definitions:**

- A child or young person is anyone under the age of 18 years.
- A vulnerable adult is someone who by reason of mental or other disability, age, or illness is unable to take care of themselves or unable to protect themselves against significant harm or exploitation. An adult for the purpose of this policy is anyone over 18 years of age.

## **3. To whom this policy applies**

This Policy applies to anyone working for or on behalf of CTC whether paid, voluntary or commissioned and all hirers of our facilities.

## **4. Substantial Access**

This policy defines substantial access as

- Where an individual is regularly caring for, training or supervising a child, young person or vulnerable adult.
- Where an individual has sole charge of children, young people and vulnerable adults.

## **5. Promoting a Safe Environment**

In order to promote a safe environment for children, young people and vulnerable adults, CTC wishes to promote a safeguarding culture in its premises and activity areas. We will achieve this by:

- Providing safe facilities and undertaking regular health and safety assessments
- Ensuring that employees, Councillors, volunteers and group leaders of activities are aware of our safeguarding culture.
- Creating and maintaining an anti-bullying environment.
- Requiring all employees, Councillors, volunteers and group leaders of activities are aware of the safeguarding culture.
- Provide effective management for staff and volunteers through supervision, support, training and quality assurance
- Recruit all staff and volunteer safely, ensuring all necessary checks are made.
- The council will state on its Booking Forms that it is the Council's expectation that hirers will follow good practice procedures in relation to Child and Vulnerable Adult Safeguarding.

## **6. Hiring of facilities to groups for use with Children, young people or vulnerable adults when group leaders have a regular and substantial access and parents/carers are not present**

CTC will require the hirer to:

- Have membership of a National Governing Body (NGB) or similarly recognised body.
- Have public liability insurance
- Have a suitable safeguarding children, young people and vulnerable adults policy.
- Ensure group leaders have valid DBS checks
- Do Risk assessments for individual activities
- Have a register for use in emergencies with any details of allergies or medical conditions
- Ensure group leaders are aware of the whereabouts of first aid boxes
- Notify CTC of any safeguarding concerns or alerts.

CTC reserves the right to refuse a booking if the conditions above are not met.

## 7. Hiring of Facilities for children's parties

Hirers must satisfy the following

- Adequate adult supervision must be provided

We recommend having at least **two** adults present when working with or supervising children and young people even with smaller groups. We recommend the following adult to child ratios as the minimum numbers to help keep children safe.

- **0 - 2 years** - 1 adult to 3 children
- **2 - 3 years** - 1 adult to 4 children
- **4 - 8 years** - 1 adult to 6 children
- **9 - 12 years** - 1 adult to 8 children
- **13 - 18 years** - 1 adult to 10 children

## 8. Making a complaint / raising an alert

CTC has allocated the Safeguarding Officer role to the ? Director of Council Services who can be contacted on 01249 814000

Always act whenever abuse is suspected including when your legitimate concern is not acted upon. Whistle blowers are given protection under the Public Interest Disclosure Act 1998.

If you believe a child or young person is at risk of significant harm, neglect or injury, report your concerns to the [Multi-Agency Safeguarding Hub \(MASH\)](#) on 0300 456 0108.

If you have significant safeguarding concerns about someone who is working or volunteering with children and young people, call 0300 456 0100 and ask to speak to the Local Area Designated Officer (LADO) for advice.

## 9. Review

Review every four years unless changes in legislation dictate otherwise

Approved by Policy and Resources Committee

Date 5<sup>th</sup> November 2018

