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# STANDARD CONDITIONS OF HIRE

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## SAFE GUIDING PRINCIPLES

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The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting physical violence, sexism and racism towards children will not be permitted or tolerated.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

A copy of this policy will be displayed for the attention of all in the village hall and made available to hirers. It will also be publicly available on our website.

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## STATEMENT OF INTENT

Ashcombe Village Hall Management Committee (the trustees), its volunteers and staff have a duty to safeguard vulnerable users of the village hall and those who may come into contact with vulnerable users. They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person.

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## POLICY STATEMENT

1. No member of the trustees, helpers or other volunteers will have unsupervised access to children or vulnerable adults unless appropriately vetted.
2. Hirers must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, hirers must provide the Committee with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). The trustees of the hall must follow safe recruitment practices.
3. A trustee will be appointed to be responsible for child and vulnerable adult protection matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant agency.

The named person is trustee: **Sara Cartwright**

4. All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately. The appointed person above will:

- Know who to contact at the Devon Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071  
<https://www.devonscp.org.uk/make-a-request-for-support/>
- Ensure an environment in which people can raise any child protection or vulnerable adult protection concerns.

5. All trustees and volunteers will be required to become aware of the issues surrounding children and vulnerable adults. They will be made aware of this policy and the relevant vetting procedures. New trustees and volunteers will be provided with an understanding of their responsibilities in these matters. ACRE's Information Sheet 5, "Village halls, children and young people", should be made available to them.

6. The trustees will endeavour to keep the premises safe for use by children and vulnerable adults. The Committee recognises that a higher standard of safety is required when used by small children, and those who

cannot read notices such as adults with physical or learning disabilities. The trustees will carry out regular health, safety and fire risk assessments in line with current legislation. The Committee will require hirers to report any damage, breakages or safety issues needing attention to the appropriate trustee which will be dealt with as soon as is practicable.

7. All hirers who wish to use the hall for activities which include children and vulnerable adults — other than for hire for private parties arranged for invited friends and family only — will be asked to produce a copy of their Child Protection Policy and/or Vulnerable Users Policy as appropriate before the first booking commences.

8. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.

9. 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 classification for the film on show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

10. An annual review will take place following the AGM to allow for any required up-date of policies and or procedures.

**Issued:** September 2026

**Review date:** September 2027