



## Aims of the Policy

Bishop's Cleeve Village Hall charity – The Tithe Barn - intends to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Whilst the Voluntary Management Committee, the charity's Trustees, do not run any children's club or other activity, and do not normally have unaccompanied contact with children under the auspices of the Village Hall, they will comply with this policy where it is applicable and they require that every hirer who's hire involve children does have a policy that complies with current legislation or the policy set out below, which ever is the most current. Any staff employed by the trustees, such as the caretaker and gardener shall comply with this policy.

In order to achieve a child safe environment the Trustees will:

### Ensure all relevant people have a current Criminal Records Bureau check

The Trustees require that anyone who has unaccompanied contact with children at the Tithe Barn shall hold a current CRB check.

### Exclude all known abusers

Any positions within the Trustees that could involve unaccompanied contact with children, is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work for a hirer putting on a children's activity, whether voluntary or paid, shall be interviewed before an appointment is confirmed and will be asked to provide at least one reference, and all such references shall be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, satisfactory explanations shall be sought.

All appointments made by the hirer, both paid or voluntary, shall be subject to a probationary period and where relevant will not be confirmed unless the Trustees are confident that the applicant can be safely entrusted with children.

### Seek and Supply Training

The hirer shall seek out training opportunities for all adults, for whom they are responsible and who are involved with children's activities, to ensure that they recognize the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

### Prevent abuse by means of good practice

A volunteer or paid worker shall not be left with children, individually or in small groups, unaccompanied. They will not take a child aside, or take children to the toilet, unaccompanied. Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and expressing feelings. This will empower children to have the self confidence and the vocabulary to resist inappropriate approaches.

Anyone who does not hold a current CRB check shall not be left with children unaccompanied at any time.

### Respond appropriately to suspicions of abuse

The hirer's first concern shall be for any children in the Village Hall. Changes in children's behaviour or appearance shall be investigated. Depending on the circumstances parents shall normally be the first point of reference, though suspicions will also be referred as appropriate to the local NSPCC representative. All such suspicions and investigations will be kept confidential, shared only with those who need to know.

The people most commonly involved would be the person reporting the incident and the Child Protection Officer, and Chair of Trustees where appropriate.

If an allegation is made against anyone, the person will be informed and immediately removed from any environment where children are or could be present, whilst investigations are carried out. Confidential records will be kept of the allegation and of all subsequent proceedings.

### Keep Records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record shall be set up. The record shall include, in addition to the name, address and age of the child; timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to anybody other than the child protection officer and others directly involved as appropriate, and the Chair of Trustees where appropriate.

### Support families

The child protection officer involved, and the hirer where appropriate, shall take every step in their power to build up a trusting and supportive relationship with families.

Where abuse at home is suspected, the hirer shall continue to welcome the child and family while investigations proceed. With the proviso that the care and safety of the child must always be paramount the Committee will do all in its power to support and work with the child's family.

### Liaise with hirers and other bodies

Records will be kept of the local NSPCC representative or other contact(s) as appropriate.

The trustees will advise all hirers who run children's events who is likely to have access to the Barn at the time of their activity, this will include the caretaker, trustees and other hirers using other rooms.



## Child Protection Policy and Procedures

The Trustees will make every effort to ensure that the facilities on offer will be suitable for the activity, including limited access doors where appropriate.

This policy was adopted on:

Signed by:

Chair of Trustees:

Date:

The Hirer:

Date: