



Uppingham Road, Billesdon, Leicester LE7 9FL
Registered Charity number: 1057581

Safeguarding: Child and Vulnerable Adult Protection Policy

Introduction

The Coplow Centre Executive Committee (“the Committee”) want children (anyone who has not reached their 18th birthday) and vulnerable adults to enjoy their time and experience at The Coplow Centre (“the Centre”). The Committee wish to provide a welcoming and safe space for all, creating a safer environment and culture. The Committee wish to support all those with any responsibility related to Children and vulnerable adults. This policy is aimed at members of the committee, volunteers, leaders of organisations using The Centre on a regular basis and individuals hiring the hall for individual events which involve children and vulnerable adults.

Designated Child Protection and Vulnerable Adult Named Person

A committee member of The Coplow Centre is appointed to be responsible for Child and Vulnerable Adult protection matters. This person will be responsible for reporting concerns that arise, reporting and liaising with authorities as a matter of emergency, including the local authority lead agency. All members will ensure that everything possible is done to ensure confidentiality, safety and security of all those involved in an incident. This person is:

Name: **Peter Francis**
Contact number: **07973 794919**
Contact e-mail: **peterf@thecoplowcentre.com**

Our Guiding Principles

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.

The responsibility for ensuring the safety of children or vulnerable adults while at the hall rest with the individual or organisation hiring the hall.

Statement of Intent

The Committee have a duty to safeguard vulnerable users of the hall and its premises and those who may come into contact with vulnerable users.

They should respond promptly 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.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith. This policy applies to users of the village hall and the adjacent sports court.

Policy Statement

All organisations using The Coplow Centre that provide activities/services involving children or vulnerable adults will need to have an appropriate policy which includes evidence of a Disclosure and Barring Check (DBS) (formerly CRB check). The hiring agreement will require all such organisations to demonstrate compliance by sending documentation to The Coplow Centre committee via enquiries@thecoplowcentre.com and sign that they have approved safeguarding policies and procedures in place which they will abide by.

Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults unless appropriately vetted valid via DBS. All work should be undertaken when the hall is not in use, but appropriate supervision will be arranged if it is necessary to carry out work when the hall has been booked.

If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.

The supervision of all groups remains the responsibility of the people who hire the hall and sign the terms and conditions of booking.

No member of The Coplow Centre committee will have unsupervised access to children and vulnerable adults unless appropriately vetted valid via DBS. All members of the management committee will be made aware of this policy and the relevant vetting procedures. Should checks become necessary, they will be undertaken in compliance with The Protection of Children Act 1999, The Children Act 1989 and Part V of the Police Act 1997

All suspicions or allegations of abuse against a child will be taken seriously and dealt with immediately and appropriately, safeguarding all concerned. All committee members will be provided with a proforma for initial recording of incidents so that it can be referred to if and when required

All committee members need to be aware of this policy, child protection, and vulnerable adult issues. Members of the public who use The Coplow Centre are required to be aware of the Child and Vulnerable Adult Protection policies and procedures adopted by The Coplow Centre committee. A copy of this document is to be made available to all hirers.

Copies of the relevant Acts and Department of Health guidelines will be held by the management committee as reference material for committee members. Relevant Child and Vulnerable Adult Protection training for management committee members will be encouraged, in particular the lead protection committee member.

The Committee will endeavour to keep the premises safe for use by children and vulnerable adults and they recognise 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.

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

Reporting Incidents

The Designated Child Protection and Vulnerable Adult Person will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency ("LSCPb" see below). The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

The designated person should:

- know who to contact at the local authority
- know who to contact in Social Services for advice and referrals
- know about helplines and other sources of help for children and young people and vulnerable adults
- ensure that there is an environment in which Centre users can have the opportunity to raise any child protection or vulnerable adult protection concerns.

Leicester Safeguarding Children Partnership Board ("LSCPb")

Safeguarding children is everyone's responsibility. Child protection means protecting children from physical, emotional or sexual abuse or neglect. It also means helping children to grow up into confident, healthy and happy adults. If there is concern about the safety and welfare of a child in Leicester city, then contact should be made with Leicester City Council or the Police, as follows:

Police:

Phone 999 if a child is in immediate danger.

Children and Young People's Service:

Telephone: 0116 454 1004 (service is open 24 hours, 7 days a week, all year)

Post: Duty and Advice Service, Halford House, 91 Charles Street, Leicester. LE1 1HL

A social worker will be on hand to hear any concerns and will advise of any action required. The service is also the first point of contact for all new referrals to children's services and will deal with anything that relates to city children.

Other useful help-line contact numbers

Organisation	Contact details
NSPCC	0808 800 5000
Childline	0800 111
Stop it Now	0808 1000 900
NAPAC – National Association for People Abused in Childhood	0808 801 0331
Samaritans	116 123
Family Lives	0808 800 2222
National Domestic Violence Helpline	0808 2000 247
Action on Elder Abuse Helpline	0808 808 8141

This policy and procedures were approved by the Committee in October 2021 and will be reviewed annually and updated as appropriate in the interim periods.

On behalf of the Coplow Centre Management Committee

Paul Collins – Chairman

paulc@thecoplowcentre.com