

The Trustees of the New Victory Hall charity manage premises at the New Victory Hall which can be used to provide activities for children and vulnerable adults.

It is the intention of the Trustees to ensure that children and vulnerable adults who come into the premises are provided with a safe and secure environment and are protected from harm.

The Trustees requires that the same responsibilities and conditions of hire which apply for the use of the hall in general also apply to use for activities for children and vulnerable adults (i.e. health and safety and fire regulations etc). In addition, the Trustees have set out conditions in Appendix 1 of this policy which the Hirer must comply with for activities that include children and/or vulnerable adults as a condition of hire of the premises.

Signed _____

(on behalf of the Trustees of the New Victory Hall)

Name _____

Date _____

Position _____

APPENDIX 1

CONDITIONS OF HIRE FOR ACTIVITIES INVOLVING CHILDREN AND/OR VULNERABLE ADULTS

A. CHILDREN

1. The Hirer must comply and produce evidence to the Trustees of any legal requirements that may relate to their hiring (e.g. playgroups and Ofsted registration).

2. **Child Protection**
 - i. The Trustees will ensure that any staff they employ (e.g. caretaker or other staff who are likely to be in unsupervised contact with child based groups in the premises) will be required to be checked under the Criminal Record Bureau Disclosure Services as part of the conditions of their employment.

 - ii. Hirers for activities, other than those arranged as private events e.g. parties by private invitation, must produce copies of their child protection procedures and all adults i.e. trainers, teachers, scout leaders, coaches and their assistants including volunteers will need to have checks under the Criminal Record Bureau Disclosure Services. The Trustees can arrange such checks through an approved Agency. There is a fee which should be met by the individual in most cases. Many people already involved in children's activities are aware of these procedures and most sporting and national bodies (such as scouting, karate etc.) may have such checks already in place for their members. The Trustees' nominated representative will need to see this check, a copy of which is held by the individual. It may suffice but each potential hirer is reviewed individually and in confidence and a repeat check may be required.

 - iii. It is the responsibility of the Hirer to ensure that any person who has contact with the children in their care is never left alone with a child unless they have been checked with the CRB.

 - iv. The Hirer must comply with the Trustees' Computer Security Policy to prevent access to inappropriate sites.

3. Employment of Children

The Trustees comply with legislation relating to the employment of children and Hirers are expected to do the same. Special risk assessments will also be required.

4. Stage Performances

Hirers need to comply where appropriate with The Children (Performance) Regulations 1968 which sets out the requirements for children performing in a show over a period of time.

5. Young People – parties and clubs

A Guidance Note relating to arrangements for private events (e.g. children's birthday parties) is attached which the Hirer is advised to follow. Please note that the Hire Agreement can only be signed by persons over 18 years of age.

6. Children Left Behind

In the event that a child is not collected from an activity or event, the responsibility for dealing with this situation rests with the Hirer who, if necessary, must seek the advice or the involvement of the Police or other authorities.

B. VULNERABLE ADULTS

1. The Trustees extends the same duty of care in relation to vulnerable adults (elderly, mentally and/or physically disabled) as to children. The Trustees may, in certain circumstances, require the Hirer to comply with the requirements of Paragraphs 1 and 6 in relation to vulnerable adults.
2. The premises provide access and facilities designed to facilitate use by vulnerable adults including those using wheelchairs but hirers must satisfy themselves that the premises and its facilities are suitable for their users.

Advice to parents and organisers of events involving children under 16 years of age.

- ❖ Be fully prepared for emergencies – see Standard Conditions of Hire.
- ❖ Admit by invitation or ticket only, ensure gate crashers cannot gain entry.
- ❖ Ensure there is adequate adult supervision with minimum of 2 persons at all times.
- ❖ Bring a mobile phone to summon support if you need it.
- ❖ Set clear rules and enforce them i.e. no children in kitchen, none allowed outside building etc.
- ❖ You do not provide alcohol (watch for smuggling attempts).
- ❖ You regularly check toilets and cloakrooms.
- ❖ You enforce the no smoking ban.
- ❖ You decide in advance how you will deal with a child who is not collected at the end of the activity.
- ❖ In the interests of child protection, it is best not to leave a child alone with an adult that is not that child's parent or guardian.

This advice should be helpful in ensuring you have a successful event for all.