

St Margaret's Institute

Safeguarding Policy

1. Introduction

The St Margaret's Institute (SMI) Management Committee recognises that it has a duty to safeguard all users of its premises. Particularly vulnerable users include children, young people, adults or children with learning difficulties or an illness affecting their mental or physical health, as well as frail and elderly people.

Hirers applying to hire the ground floor hall and/or the Front Rooms for activities involving children and/or vulnerable adults will be asked to confirm that they have a safeguarding policy and may be asked to provide a copy of that policy before their booking is accepted. Further, use of the premises may be refused where adequate safeguarding protection cannot be demonstrated to SMI's reasonable satisfaction. Similar rules apply to the first floor tenant.

This policy forms part of the Conditions of Hire of the SMI ground floor premises and must be complied with at all times. Failure to comply with this policy will constitute a breach of the Conditions of Hire.

2. The SMI Safeguarding Lead

The SMI's Safeguarding Lead is Richard Cooper who is contactable on

3. The SMI safeguarding Commitment

The SMI Management Committee takes the safeguarding of all who come into contact with the SMI, particularly children and vulnerable adults, very seriously. Individuals or groups that hire the Charity's premises do so take full responsibility for safeguarding and in full knowledge of and commitment to the SMI's safeguarding expectations and requirements.

4. In particular, regular hirers agree that they:

- have in place an appropriate safeguarding policy which is up-to-date and relevant to the beneficiaries taking part in their activities and, on request, may provide the SMI with a copy;
- are able to ensure and demonstrate, where relevant, that all paid staff and volunteers attending the SMI's premises have completed an appropriate level of safeguarding training and obtained satisfactory disclosures from DBS where eligible.

5. Additionally, all hirers i.e. regular and one-off hirers such as party givers, agree that they:

- will always have at least two individuals over the age of 18 years in any group of children, vulnerable adults or young people, no matter how small the group whilst using SMI premises;
- will ensure that no person under the age of 18 years will be left in charge of any children or young people or vulnerable adults of any age whilst using the SMI;

- will ensure that no child or group of children or young people or vulnerable adults is left unattended at any time whilst using the premises;
 - will ensure that no photographs of children or vulnerable adults are taken on SMI premises without written parental/guardian/carer consent;
 - will keep secure (in line with data protection legislation) a register of children, young people or vulnerable adults attending the activity on the SMI's premises. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
 - will designate a safeguarding person for their activity group and make all participants aware that any safeguarding concerns should be raised with the nominated individual;
 - will advise the SMI, at the time of booking, of the identity and contact details of their designated safeguarding lead;
 - will respond without delay to every complaint which suggests that a child, young person or vulnerable adult has been harmed or is at risk of harm whilst undertaking activities on the Charity's premises;
 - will report any safeguarding concerns relating to the Hirer's activities on the SMI premises promptly to the SMI's Safeguarding Lead;
 - will cooperate fully with the SMI and any relevant authority in dealing with investigations into complaints or concerns relating to their activity on the SMI premises and carry out any recommended further actions; and
 - Will contact the police if a situation is urgent or immediately dangerous
6. All hirers are also responsible for the preparation of any risk assessments associated with their activities if and as required by relevant safeguarding provisions. To assist in this task a model risk assessment form is attached.
7. This policy was adopted by the Committee on 26th July 2022. It will be reviewed annually.

Activity risk assessment

Activity:

Leader:

Location

Date first risk assessment:

Time/ Frequency:

Date reviewed:

What is the hazard?	Who might be harmed and how?	Actions and Managing Risk
----------------------------	-------------------------------------	----------------------------------

What is the hazard?	Who might be harmed and how?	Actions and Managing Risk
----------------------------	-------------------------------------	----------------------------------

What is the hazard?	Who might be harmed and how?	Actions and Managing Risk
----------------------------	-------------------------------------	----------------------------------

What is the hazard?	Who might be harmed and how?	Actions and Managing Risk
----------------------------	-------------------------------------	----------------------------------

What is the hazard?	Who might be harmed and how?	Actions and Managing Risk
----------------------------	-------------------------------------	----------------------------------

What is the hazard?	Who might be harmed and how?	Actions and Managing Risk
----------------------------	-------------------------------------	----------------------------------