

QUANTON MEMORIAL HALL

Safeguarding policy

QMH (the management committee of Quanton Memorial Hall) hires out community facilities for other people to use. QMH does not provide services for children and vulnerable adults itself. QMH does not directly come into contact with children or vulnerable adults.

However, QMH recognises that it does have an indirect role to play in ensuring children and vulnerable adults are protected from harm.

Definitions:

Harm: includes abuse and maltreatment, regardless of age, gender, religion or ethnicity.

Safeguarding: is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm, to keep them safe and not place them at unacceptable risk of harm.

Safeguarding action to be taken by QMH:

1. **Hirers of the hall:** Responsibility for checks on the background of any staff or volunteers rests with the hirer. However, care will be taken to hire the hall to persons who provide verifiable credentials. QMH will consider who is hiring and using the hall. If QMH consider the hirer is unsuitable, the request to hire the hall will not be allowed.
2. **Permitted activities:** the use will be considered and if QMH consider the use of the hall is unsuitable, QMH will not hire the hall for that purpose.
3. **Avoiding accidents:** the hall complies with fire safety requirements. A health and safety risk assessment is carried out on the building by means of regular inspections and checks on the building. A complaints book is kept in the kitchen to record any issues to do with hall, including any damage or breakages to the fixtures and fittings. This book is checked regularly and action recorded to repair items as necessary.
4. **Recording concerns:** Anyone with any concerns about the nature of activities or persons hiring the hall may report this through the formal complaints procedure, or informally, by contacting any member of the hall committee. These concerns will be investigated.

5. **Sharing information with other agencies:** Concerns about the nature of activities in the hall, or persons hiring the hall, may be reported to the hall committee. If appropriate, QMH will contact other agencies, such as the police or an organisation's governing body, to pass on any concerns.
6. **Review of the safeguarding procedures:** the safeguarding procedures will be reviewed annually or sooner if a problem occurs which shows the procedures require updating.
7. **Informing others of the Safeguarding policy:** the policy is published on the Quinton Memorial Hall website. QMH will be informed of the policy. Any person who joins at another time of the year will be informed at the time they join the hall committee.

Adopted on: 15 November 2016

Last reviewed March 2022

Next review due: March 2023

Table of amendments

Date	Amendment
28 November 2017	Clarification of review process in point 6
20 November 2018	Amendment of point 5 From Sharing information with other agencies: Concerns about the nature of activities in the hall, or persons hiring the hall, may be reported to the hall committee. These concerns will be considered and other agencies. If appropriate, QMH will contact other agencies, such as the police or an organisation's governing body, to pass on any concerns. To Sharing information with other agencies: Concerns about the nature of activities in the hall, or persons hiring the hall, may be reported to the hall committee. If appropriate, QMH will contact other agencies, such as the police or an organisation's governing body, to pass on any concerns.
19 November 2019	No amends required
16 March 2021	No amends required
12 March 2022	No amends required