Safeguarding Policy for Battle Memorial Hall

Approved by: Trustees Management Committee
Review Date: 2026

Statement of purpose

This policy sets out the safeguarding principles and procedures for Battle Memorial Hall.

The Trustees are committed to ensuring the Hall is a safe, welcoming, and inclusive space for all visitors, hirers, trustees and staff. We recognise our duty of care regarding the welfare of children and vulnerable adults and our role to support hirers in fulfilling their safeguarding responsibilities.

Definitions

- Children: Anyone under the age of 18.
- Vulnerable adults: Individuals aged 18 or over who may be at risk due to age, disability, illness, or other circumstances.
- Hirers: Any individual or organisation hiring the premises for events and activities.

Safeguarding principles

- All users of the building must treat others with respect and dignity.
- Activities involving children or vulnerable adults must be appropriately supervised/supported taking into account the age, degree of vulnerability, numbers of people and nature of activity.
- Hirers must ensure their staff and volunteers adhere to safeguarding best practices.

Hirers' responsibilities

All hirers providing events for children and vulnerable adults must comply with safeguarding requirements as a condition of hire.

Hires must:

- Confirm they have a safeguarding policy and procedures in place.
- Ensure staff and volunteers have undergone appropriate DBS checks.
- Maintain appropriate supervision ratios and ensure safe arrival and departure procedures.
- Provide supervision at all times.

- Report any safeguarding concerns to the Designated Safeguarding Lead (DSL) for the Hall and, where appropriate, to statutory authorities.

CCTV usage

CCTV is installed at entry points for the safety and security of all users. It does not operate in private areas or rooms where activities take place. Footage is stored securely and accessed only by limited authorised personnel. Hirers and visitors are informed of CCTV via signage.

Reporting concerns

Any safeguarding concern must be reported immediately to the Hall's DSL and be acted upon by their own DSL to notify the Local Authority Safeguarding Team as appropriate. In emergencies, hirers must contact emergency services directly. The Hall's nominated DSL is the Chair.

Hall trustees' and Office Manager responsibilities

- Ensure the building is physically safe and accessible.
- Notify the hirer of their safeguarding obligation to assess the venue and mitigation they need to put in place before choosing to hire any part of the venue.
- Notify the hirer that the building has multiple simultaneous users.
- Maintain a respectful vigilance and awareness of the potential for safeguarding issues.

Policy review

This policy will be reviewed annually or in response to significant changes in legislation or building usage.