

MAULDS MEABURN VILLAGE INSTITUTE
CHILDREN AND VULNERABLE ADULTS POLICY

Introduction:

Maulds Meaburn Village Institute (MMVI) is for the use of the inhabitants of Maulds Meaburn and the neighbourhood as well as others who may wish to use its premises for meetings, lectures and classes and for other forms of recreation and leisure time occupation. This may include the provision of activities for children and vulnerable adults. It is the intention of the MMVI management committee 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.

Definitions:

Child: Any person under 18 years of age

Vulnerable adult: Any person aged 18 years and over who is, or may be in need of, community care services by reason of mental or other disability, age or illness and who is maybe unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Principles:

1. MMVI's Hiring Agreement and Health and Safety Policy set out the responsibilities and conditions of hire which the management committee have in place for the use of MMVI facilities. Individuals or groups who wish to use the premises for activities involving children and/or vulnerable adults must also comply with the additional conditions set out in appendix A to this policy. Acceptance of compliance will be a condition of hire and, although in some circumstances a verbal agreement will be accepted, a signature confirming agreement may be required when confirming the booking.
2. The management committee will not hire the institute to commercial, charity or not for profit organisations providing activities for children or vulnerable adults unless the organisation can demonstrate it is compliant with all relevant and current child or vulnerable adult legislation. This may include the organisation providing proof that the necessary criminal record bureau checks have been carried out.
3. Hire for private parties arranged for invited friends and family only will be conditional on hirers stating their awareness of, and willingness to comply with, the conditions set out in appendix A to this policy.
4. The management committee will comply with relevant employment legislation and ensure relevant risk assessments have been carried out if employing children or vulnerable adults.
5. This policy will be reviewed annually.

Signed (for and on behalf of the Management Committee):

Position: _____

Date: _____

Review Date: _____

APPENDIX A CHILDREN AND VULNERABLE ADULTS POLICY

1. The hirer must agree to comply with the Children and Vulnerable Adults Policy principles and the conditions set out in appendix A and, if requested, produce evidence to the booking secretary of any legal requirements which may relate to their hire of the premises and provide a signature of compliance.
2. The hirer must ensure adequate supervision is in place and, if applicable, ratio of supervisors to children or vulnerable adults is compatible with relevant legislation. If the hire is for a private children's party arranged for invited family and friends only it is recommended that a minimum of 2 adults are present at all times.
3. Hire agreements involving children's parties and/or clubs can only be made by persons over 18 years of age.
4. Hirers must be prepared for emergencies and be aware of the hirer's responsibilities set out in MMVI Health and Safety Policy, paying particular attention to those relating to fire safety and fire exits. Hirers must be aware that there is no landline telephone on the premises and no mobile phone signal available in the village. A public telephone is situated next to the bus shelter.
5. Hirers must set clear rules and enforce them. eg. no children under the age of 10 and no pets in the kitchen, no smoking in the premises or at the front of the building, no climbing on external walls or roof.
6. For hire arrangements for children's parties it is recommended that admittance is by invitation or ticket only to ensure uninvited guests or gate crashers do not gain entry and it is recommended that toilets and cloakrooms are checked regularly.
7. Hirers should decide in advance how they will deal with a child or vulnerable adult who is not collected at the end of the event. Responsibility for dealing with this situation rests with the hirer.