

**Biddenham Village Hall Management Committee**  
**Safeguarding Policy & Procedure**

***Introduction & Policy***

The Biddenham Village Hall Management Committee is committed to the protection and safety of all users of the Hall including children, young people and adults at risk of harm or neglect. This sets out measures taken to safeguard them.

The Committee does not deal with children, young people and adults at risk directly but expects users of the Hall to have appropriate safeguarding policies and procedures in place.

Booking conditions for the Hall include the following provision

**Safeguarding children, young people and adults at risk**

You [*The Hirer*] must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported to our designated Safeguarding Officer (see Safeguarding Policy & Procedures).....

The Committee wants to know about any safeguarding concerns that may arise through hire of the Hall, so that it can investigate the problem and take action if required.

***Procedure***

If anyone has a concern concerning safeguarding at the Hall, they should contact either our Safeguarding Officer (Maria Soulsby on 07774 742824), or the Chair of the Committee (Philip Inness on 07785 266084) who will investigate the issue and take any necessary action.

At the first available meeting, either the Safeguarding Officer or the Chair will inform the Committee of the number and nature of any concerns raised and any action taken as a result.

If the issue is urgent, the local Multi-Agency Safeguarding Hub can be contacted on 01234 718700 (out of hours 0300 300 8123) or by email to [multi.agency@bedford.gov.uk](mailto:multi.agency@bedford.gov.uk)

***Review***

This Safeguarding Policy & Procedure will be reviewed annually.

Version	Approved by the Committee
V 1.0	1 <sup>st</sup> September 2022
V 1.1	3 <sup>rd</sup> November 2022

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