PLATT MEMORIAL HALL

SAFEGUARDING POLICY

1. Introduction

This safeguarding policy sets out our commitment to protecting the safety and wellbeing of everyone who uses Platt Memorial Hall, including children, young people, vulnerable adults, staff, volunteers, hirers, and visitors. We aim to provide a safe, welcoming environment in which everyone is treated with respect and dignity.

Platt Memorial Hall is generally unmanned between bookings, except when the caretaker or cleaner is on site.

As most events and activities are organised by external hirers, those responsible for public events or activities must carry out their own risk assessments and, where appropriate, have suitable safeguarding policies and procedures in place.

Most activities and events held at Platt Memorial Hall are organised and run by members of the public who hire the premises.

This policy applies to everyone attending or using Platt Memorial Hall.

2. Responsibilities of Hirers and Event Organisers

- Organisers of activities involving children or vulnerable adults should follow safer recruitment practices for staff and volunteers.
- Hirers must comply with their obligations under the Licensing Act 2003, particularly where alcohol is involved.
- Children must not be admitted to films, shows, or other activities that are age-restricted, involve gambling, or include adult entertainment.

Any hirer planning to hold or organise a licensable activity must inform the booking secretary in advance.

The building has two rooms available for hire, and, on some occasions, they may be booked by different individuals or groups at the same or overlapping times. Please check availability and arrangements with the booking secretary before confirming your booking.

3. Policy Statement

We recognise our responsibility to safeguard and promote the welfare of everyone in our community. Platt Memorial Hall is committed to preventing abuse, responding appropriately to concerns, and supporting those affected by safeguarding issues.

4. Scope

This policy applies to all staff, volunteers, trustees, hirers, and users of the Platt Memorial Hall. It covers activities and events held on the premises, as well as any off-site activities organised by the hall.

5. Principles

- Everyone has the right to be protected from harm, abuse, and neglect.
- Safeguarding is the responsibility of everyone involved in Platt Memorial Hall.
- Concerns and allegations will be taken seriously and handled confidentially.
- We will work in partnership with relevant agencies and authorities.

6. Procedures

- All staff and volunteers must be familiar with this policy and follow it at all times.
- Any concerns about abuse, neglect, or a person's welfare must be reported promptly to the designated safeguarding lead.
- The designated safeguarding lead will respond to concerns and, where necessary, liaise with statutory agencies.
- Safeguarding records will be stored securely and handled confidentially.
- All staff and volunteers will receive basic safeguarding training appropriate to their role.

7. Designated Safeguarding Lead

The Platt Memorial Hall will appoint a designated safeguarding lead whose contact details will be clearly displayed on site. This person will be the main point of contact for safeguarding matters and will be responsible for overseeing the implementation of this policy.

8. Safer Recruitment

We will recruit staff and volunteers safely by obtaining appropriate references and carrying out Disclosure and Barring Service (DBS) checks where required.

9. Code of Conduct

All staff; volunteers, hirers, and hall users are expected to behave in a way that promotes a safe and respectful environment. Bullying, harassment, discrimination, and abusive behaviour will not be tolerated.

10. Review

This policy will be reviewed annually, or sooner if there are changes in legislation, guidance, or best practice. Feedback from staff, volunteers, hirers, and hall users will be taken into account as part of the review.

Contact Details

If you have a safeguarding concern, please contact the designated safeguarding lead. In an emergency, contact the police or the relevant statutory authority immediately.

Platt Memorial Hall Safeguarding Co-ordinator Contact Details

Sue Butterfill: suebutterfill556@gmail.com 01732 789657 or 07757 494621

Reviewed June 2026