

# Salesbury Memorial Hall – Safeguarding Policy

## Statement of Intent

The Trustees of Salesbury Memorial Hall (SMH) and those who use the hall, including hirers and visitors, have a duty to safeguard vulnerable users of the hall. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion, or faith.

Vulnerable users could include:

- children
- young people
- adults with learning difficulties or physical disability
- frail, elderly people
- carers

## Principles

The welfare of the child or vulnerable adult is paramount. All children and vulnerable adults, without exception, have the right to be protected from abuse, whether physical, verbal, sexual, bullying, exclusion, or neglect.

## Policy Statement

1. All hirers should be cognisant of their responsibilities regarding Public Safety and Safeguarding as laid out on **page 5 of SMH's Hire Agreement**.
2. If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using the toilets or other communal areas.
3. Use of the kitchen will be prioritised for the ground floor hirer. Where the upstairs rooms are hired out at the same time, the hirer, with assistance from the Bookings Secretary, should organise their refreshments using items from the Hospitality Cupboard.
4. No member of the trustees will have unsupervised access to children or vulnerable adults.
5. All suspicions or allegations of abuse against a vulnerable person should be reported to the Chair of Salesbury Memorial Hall:

Annette Patterson  
Mob: 07754053923  
Email: [salesburymemorialhall@gmail.com](mailto:salesburymemorialhall@gmail.com) [annette8cg@gmail.com](mailto:annette8cg@gmail.com)

or in her absence the hall's Secretary:

Janet Westwell  
Mob: 07970047326  
Email: [westwell.jan@gmail.com](mailto:westwell.jan@gmail.com)

6. All reports will be taken seriously and dealt with speedily and appropriately by the hall's Management Committee. Advice will be sought from the local authority Child Protection and Vulnerable Adult lead agency should this be deemed necessary.

*To be reviewed May 2025*

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7. The Management Committee will endeavour to keep the premises safe for use by children and vulnerable adults. The committee recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults.
8. These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.