

# THE VICTORIA INSTITUTE

Registered Charity Number: 521068



## POLICY STATEMENT ON THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

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## 1 Guiding principles

The welfare of children and vulnerable adults is paramount and the responsibility of everyone who uses the Victoria Institute. All children and vulnerable adults have the right to protection from abuse, whether: physical, verbal, bullying, exclusion or neglect. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

## 2 Procedures

### 2.1 Safety

The Trustees will endeavour to keep the premises safe for use within the Policy Statement on Health and Safety which is available at the Victoria Institute or on the web site: <http://www.victoria-institute.org.uk>. It is the responsibility of the hirers to make sure they are aware of this policy.

### 2.2 Supervision

All hirers of the Victoria Institute with unsupervised access to children and vulnerable adults must disclose the appropriate clearance certificate or DBS to the administrator when booking rooms. The disclosure number will be recorded.

Any delegation of that hirer to other people to supervise the children is the responsibility of the hirer and the Trustees will not vet these delegates for DBS disclosure.

The wellbeing of children is the responsibility of the hirer who produced the DBS.

### 2.3 Awareness of Responsibilities / Facilities / Licensing

The Trustees will ensure that all users/hirers of the Victoria Institute are aware that any safeguarding of children and vulnerable adults is the responsibility of the hirers. This is made clear to the hirer at the time of booking and signing the Application For Hire Form.

Hirers need to be aware that facilities such as toilets, kitchen/cafe might be shared with other groups and that appropriate supervision/arrangements should be made.

The Trustees will ensure that hirers are made aware of their obligations under the licensing act 2003 to ensure that alcohol is not sold to those under age of 18 and that no children may be admitted to films when they are below the age of classification for the film or show.

### 2.4 Unacceptable Activities

No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

### 2.5 Reporting of Unacceptable Behaviour

All suspicions or allegations of abuse against a child or vulnerable adult should be taken seriously and dealt with speedily and appropriately as a matter of urgency to Lancashire County Council under the safeguarding of children and vulnerable adults policy:

- In office hours: tel. 0300 123 6720 8am to 5pm

- Out of hours 20.00hrs to 8am tel. 0300 123 6722

Should the matter be of such a serious issue or unable to be resolved with the above numbers then the Lancaster police should be informed immediately

- Tel. 0845 125 3545

### **3 Review of Policy**

This policy will be reviewed annually and updated as required taking changes in National legislation or procedures into account.

# THE VICTORIA INSTITUTE

Registered Charity Number: 521068

Funders:

Big Lottery

Awards for all

Post code lottery

Cottam trust

Thrive Renewables

Flood relief fund

The Co-operative Group Ltd

Asda

Station Hotel, Caton

Trustees:

Please see our website:

<http://www.victoria-institute.org.uk/contact>