

Boat of Garten Community Hall Policies and Procedures

Child Protection & Protection of Vulnerable People

Boat of Garten Community Hall recognises that child protection should not be treated in isolation - we will take on board guidance given by Highland Child Protection Committee and will address recruitment and selection of Community Hall volunteers and paid employees who have substantial access to children as follows:

- We accept that it is our responsibility as a group to check that all adults with regular access to children have been appropriately vetted.
- We will make a request for previous addresses on job application forms.
- We will ask for the names of two referees who will be prepared to provide a written reference, and who may be interviewed personally.
- We will interview prospective volunteers and staff.
- We will note at interview all previous relevant experience of volunteers and staff.
- We will carry out a probationary period for all volunteers and staff of at least 3 months.

Letting of Premises

We acknowledge that, in the letting of our premises, we have a responsibility to ensure that all groups with substantial access to children have their own appropriate Child Protection Policy in place. Any such policy must take on board the recommendations of the Highland Child Protection Committee.

Boat of Garten Community Hall believes that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. In our Hall, if we have suspicions about a child's physical, sexual or emotional well being, we will take action.

We will appoint a Designated Officer for the Hall Company to deal with Child Protection issues, to ensure that the Hall Company's Child Protection Policy is regularly updated in line with recommendations of the HCPC and to be responsible for ensuring that groups using the Hall's premises have an appropriate Child Protection Policy.

All Company volunteers and staff are encouraged to share concerns with the Hall Company's Designated Officer. If the situation is clearly an urgent case, the child is too frightened to go home or you have very serious doubts about the child's safety, contact Social Work Services or Police immediately. If your concerns are more general about a child's welfare, then discuss these with the Designated Officer. The Designated Officer should then make a referral to the Designated Officer, Social Work, who will make the necessary arrangements.

It is important that all volunteers and staff communicate concerns accurately. To this end, volunteers and staff will follow the procedures below:

- Upon the receipt of any information from a child or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs;
- Share their concerns with the Designated Officer and agree action to take;
- Never investigate

The Designated Officer for Boat of Garten Community Hall is Beverley Brodie
Tel: 01479 831379



Beverley Brodie

Both our local Area Social Work Office and Police Office telephone numbers can be found in the telephone directory but for ease of reference they are noted below:-

Area Social Work Office		01479 810251
Team Manager South	Sue Roddick	01463 791338 (Children & Families)
Integrated Services Officer	Wendy Lowrie	01463 791338
Police Station, Aviemore		01479 810222

Social Work emergency service number is 08457 697284. This number is for out of hours and includes weekends and holidays

Protection of Vulnerable People

Boat of Garten Community Hall is aware that some people are vulnerable by virtue of being elderly, having a disability or suffering from mental health problems. Users of the Community Hall who fall into these categories have the right to feel safe and be protected from any situation that results in them being physically or psychologically damaged. In our Company, if we have suspicions about a vulnerable person's physical or emotional well-being, we will take action.

It is a condition of Hall use that groups whose membership includes vulnerable people have their own Protection of Vulnerable People Policy in place.

Approved by Boat of Garten Community Hall Board of Directors

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