

WINTERTON HALL PLAISTOW

CONDITIONS OF HIRE

The hirer is responsible for:

- Complying with licensing regulations and with the conditions of the Premises Licence, displayed on the Hall notice board.
- Obtaining a Temporary Event Notice from Chichester District Council for events where alcohol is to be sold. (Winterton Hall is allowed 10 Notices per year; please contact the Chairman before proceeding with an application.) Licence must be displayed during event.
- Nominating a Safety Officer for the period of hire (see below); this may be the hirer themselves.
- Reasonable and socially acceptable behaviour of all persons using the premises during the period of hire and on leaving the Hall, keeping noise to a minimum.
- Care of the premises, its facilities and equipment, and the cost of any repairs necessary. Costs must be paid for within 24 hours of the damage occurring. (Please note: nothing may be affixed to the walls; only the hooks on the ceiling and walls and the notice boards may be used for displays.)
- Any faulty equipment/items must be reported to the WHMC immediately.
- Returning all equipment to its place of storage on departure from the Hall. (Please note: furniture and crockery may not be used outside the Hall.)
- Cleaning the Hall, toilets and kitchen before leaving the premises, and disposing of any rubbish and mopping the floors. Allow time for this within your booking.
- Dispose of rubbish in the appropriate general waste wheelie bin and suitable recyclable items in the recycling wheelie bin, to the side of the Hall. Large amounts of rubbish to be taken home and disposed of.
- Locking all interior and external doors on vacating the Hall, ensuring all lights are out and windows fully closed, and that showers (if used) have been switched off at the marked fuse box in the meter cupboard.
- Returning all keys promptly at the end of the period of hire.

Safety Officer

- The name of the person responsible for safety and security (the Safety Officer) must be displayed on the whiteboard throughout period of hire.
- The Safety Officer must be over 21 years of age and must be present during the entire period of hire.
- The Safety Officer must be present during the entire period of hire.
- The Safety Officer must be familiar with the location and operation of all fire fighting equipment and must ensure that all fire exits and routes for evacuation are kept clear at all times.
- The Safety Officer must know the procedure for calling emergency services and how to evacuate the premises to the assembly point, following advice given on Fire notices displayed in the Hall.

Other Safety Rules

A First Aid kit is kept in the kitchen cupboard. Accidents must be reported in the Accident Report Book.

- Two torches for use in emergencies are provided - one in the meter cupboard and one in the kitchen. They should be kept on hand throughout the period of hire and must be returned to the meter cupboard and the kitchen wall respectively on vacating the Hall.
- Smoking, e smoking/vaping are not allowed anywhere on the premises.
- The use of glitter, naked flames, fireworks and other pyrotechnics anywhere on the premises is prohibited. Small candles may be used provided they are contained within fire-proof, enclosed containers.
- Functions for people under 21 must be supervised by at least four adults.

Other Conditions of Hire

- The premises may not be used for any purpose other than that described on the booking form, and the premises may not be sub-let.
- Winterton Hall Management Committee reserves the right to refuse or cancel any booking.
- Winterton Hall Management Committee shall not be liable for any loss or damage to those hiring and using the Hall during a period of hire, for any reason, nor shall Winterton Hall Management Committee be liable for any injury sustained by those hiring or using the Hall.
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Safeguarding Children, Young People And Adults At Risk

- You 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.

The full Safeguarding Policy is set out on the following pages:

Winterton Hall ~ Plaistow

Registered Charity No. 305406
Winterton Hall, Loxwood Road, Plaistow, West Sussex RH14 0PX

SAFEGUARDING POLICY

This is a statement of intent that demonstrates a commitment to safeguard children and adults at risk of harm.

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

This policy defines how Winterton Hall Management Committee (WHMC) will operate to safeguard children, young people, and adults at risk of abuse or neglect.

WHMC has a duty of care and is committed to the protection and safety of everyone who enters Winterton Hall including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. WHMC also has a duty to safeguard and support trustees, volunteers, and staff.

2. Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

Persons affected

- All trustees, volunteers, and staff.
- All those attending any activity or service that is being delivered from the village hall charity property.
- All visitors and contractors.

3. Policy principles

There can be no excuses for not taking all reasonable action to protect children and adults at risk from abuse or neglect. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services maybe additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

Winterton Hall charity has a zero-tolerance approach to abuse.

WHMC recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

WHMC is committed to promoting wellbeing, harm prevention and responding effectively if concerns are raised.

WHMC is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of children and adults at risk. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

KHMC is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount.
- All children, young people and adults at risk have the right to protection from abuse.
- Safeguarding is everyone's responsibility: for services to be effective professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

4. Procedures

A. All members of the committee will sign the Declaration of Acceptance of Office for trustees which includes a declaration that they have no convictions in relation to abuse.

B. All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training where appropriate on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation **and** ensure that they understand the principles set out in this policy at 3 above.

C. All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.

D. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.

E. The committee will follow safe recruitment practices.

F. A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

G. The named person is Guy Wicker wintertonhallplaistow@gmail.com

H. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adults at risk who has:

- Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
- Possibly committed a criminal offence against, or related to, a child or adult at risk; or
- Behaved towards a child (or children) or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk.

I. WHMC will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to the hall's principles and procedures with regard to safeguarding.

J. WHMC will carry out an annual review of this policy.

References: ACRE Information Sheet 5 (April 2021)

Last Reviewed - 28 February 2024

Wendy Lockwood/Sallie Baker