

# Thurlaston Village Hall (Rugby)

## Safeguarding Policy

### 1. Introduction

Thurlaston Village Hall is a registered charity managed by a committee of volunteer trustees (“the Trustees”). The Hall is available for hire by local residents, community groups and other organisations.

The Trustees recognise their responsibility to safeguard the welfare of children, young people and adults at risk (together referred to in this policy as “vulnerable people”) who use the Hall. While the Trustees are not directly responsible for running activities involving vulnerable people, they have a duty of care to ensure that the Hall is a safe environment and that hirers understand their safeguarding responsibilities.

This policy sets out how the Trustees will promote safeguarding and what is expected of all Hall hirers.

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### 2. Policy Statement

- The safety and wellbeing of children, young people and adults at risk is a priority.
- All people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from harm.
- The Trustees will act responsibly and reasonably to protect vulnerable people using the Hall.

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### 3. Responsibilities of the Trustees

The Trustees will:

1. Maintain the Hall to a safe standard (including fire safety, lighting, toilets and accessibility).
  2. Ensure that safeguarding is considered in risk assessments relating to the building.
  3. Display this safeguarding policy in the Hall and on request to hirers.
  4. Make clear in hire agreements that responsibility for safeguarding during an event or activity rests with the hirer.
  5. Require hirers whose activities involve children or adults at risk (e.g. playgroups, youth clubs, care groups) to:
    - have their own safeguarding policy in place,
    - follow safe recruitment practices (where relevant), and
    - comply with national safeguarding legislation and guidance.
  6. Respond promptly and appropriately if a safeguarding concern is reported in relation to activities taking place at the Hall.
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#### 4. Responsibilities of Hirers

All hirers of the Hall are expected to:

- Take all reasonable steps to safeguard vulnerable people during their activities.
- Ensure that children and adults at risk are properly supervised at all times.
- Report any safeguarding concerns that occur at the Hall to the appropriate authorities (e.g. police, children's social care, adult safeguarding team).
- Provide the Trustees with a copy of their safeguarding policy if their hire involves regular or organised activities for vulnerable groups.

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#### 5. What to Do if There is a Concern

If anyone using the Hall has a safeguarding concern:

- In an **emergency** (e.g. a child or vulnerable adult is at immediate risk of harm) call **999**.
- For non-emergency safeguarding concerns, contact the relevant local safeguarding authority:
  - **Children:** Contact Warwickshire Family Connect: **01926 414 144** (Mon–Thurs: 8:30 am–5:30 pm; Fri: 8:30 am–5:00 pm). For urgent concerns outside office hours, call the Emergency Duty Team: **01926 886 922**. [safeguardingwarwickshire.co.uk](http://safeguardingwarwickshire.co.uk)
  - **Adults at Risk:** Contact Warwickshire Adult Social Care: **01926 412 080** (Mon–Thurs: 9:00 am–5:00 pm; Fri: until 4:30 pm). For concerns outside office hours, call the Emergency Duty Team: **01926 886 922**. [Warwickshire County Council](http://Warwickshire County Council)
- Inform the Chair of Trustees (or another Trustee if the Chair is unavailable) that a concern has been raised. The Trustees will record the concern and any actions taken.

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#### 6. Review

This policy will be reviewed by the Trustees every **three years** or sooner if there are changes to legislation or good practice.

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**Signed: Sally Wise**

On behalf of Thurlaston Village Hall Trustees

**Date:** 5th January 2026

**Review Date:** January 2029 (or sooner if required)