



## Child Protection and Safeguarding Policy for Hirers

### 1. Statement

- 1.1 The policy applies to all Hirers who have booked an organised event where children and young people aged under 18 years are present.
- 1.2 A copy of this policy will be given to all Hirers with their booking form.

### 2. Principles

- 2.1 The welfare of children and young people aged under 18 years attending any organised events is paramount.
- 2.2 They have the right to protection from physical, emotional, sexual and verbal abuse or any other form of abuse including neglect.

### 3. Procedures

- 3.1 The Hirer will ensure a named adult is always present at the event, who will be responsible for all safety matters including child protection and safeguarding.
- 3.2 Should any person be concerned about the safety or welfare of any child at an event, they should either:
  - (i) take action to prevent a harm happening (e.g. harassment or bullying) and talk with the children involved, or
  - (ii) bring the matter to the attention of the children's' parents or carers if present, or
  - (iii) report the matter to the named adult, for them to decide what action to take.
- 3.3 If an incident occurs that could significantly affect a child's welfare, or bring the reputation of THGI Ltd into disrepute, the named adult should:
  - (i) take any necessary action including immediate safeguarding action if necessary. This may involve contacting specialist agencies. The 24 hour telephone number of Brighton and Hove City Council's Advice, Contact and Assessment Service (ACAS) is 01273 295920.
  - (ii) additionally report the matter within 24 hours to the Hall Manager telephone number 07596 496405 or leave a telephone message on the THGI Ltd ansa-phone 01273 252934.

### 4. Review

- 4.1 This policy will be reviewed March 2016 or earlier if required.