

ARDGAY PUBLIC HALL

Safeguarding Policy

Purpose

Ardgay Public Hall is committed to providing a safe, welcoming and inclusive environment for everyone using the hall.

Scope

- The hall has a maximum licensed capacity of 150 people.
- The hall does not provide childcare or supervised activities unless specifically arranged by a hirer.
- No person under the age of 18 may hire the hall or be responsible for a booking. All bookings must be made by an adult aged 18 or over.

Children and Young People

- Children attending events must be accompanied and supervised by a responsible adult unless the event is organised by a recognised organisation that has appropriate safeguarding arrangements in place.
- The weekly toddler group operates under its own safeguarding procedures and risk assessment and is responsible for the supervision and welfare of all children attending.
- Hirers are responsible for ensuring appropriate supervision of children during their event.

Responsibilities of Hirers

All hirers must:

- Take reasonable steps to safeguard the welfare of children and vulnerable adults attending their event.
- Ensure suitable supervision is provided at all times.
- Comply with all relevant legislation and good safeguarding practice.
- Report any safeguarding concerns immediately to the appropriate emergency services where there is an immediate risk of harm.

Hall Committee Responsibilities

The Hall Committee will:

- Maintain safe premises and facilities.
- Review this policy annually.
- Require all hirers to comply with the hall's terms and conditions.
- Cooperate with Police Scotland and statutory agencies should any safeguarding concerns arise.

Reporting Concerns

Any person who believes a child or vulnerable adult is at immediate risk should contact Police Scotland by calling 999 in an emergency or 101 for non-emergency concerns. The Hall Committee should also be informed as soon as reasonably practicable.

Policy Review: This policy will be reviewed annually or sooner if legislation or hall activities change.

Policy agreed: 31/7/26 Signed : 