

The Assembly Rooms Trust Dedham

The Trustees of the Assembly Rooms have a Policy for Safeguarding Children, Young People and Vulnerable Adults. Please see policy below. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own. You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Safeguarding Officer for the Trustees is

Rev Antony Wilson stmarydavicar@gmail.com 01206 323919

Declaration:

By proceeding with a booking at the Assembly Rooms:

- **You agree to abide by appropriate safeguarding procedures.**
- **You understand that your booking agreement may be terminated in the event of you failing to comply with these procedures.**

The Assembly Rooms Trust Dedham

Safeguarding Policy

For the Assembly Rooms High Street Dedham Essex CO7 6HJ

The trustees of the Assembly Rooms Trust Dedham take seriously their responsibility to protect and safeguard the welfare of children and vulnerable adults.

This Safeguarding Statement applies to all who use the Assembly Rooms including all trustees, those paid or unpaid who hold positions of responsibility within the trust such as the clerk, caretaker or cleaner and all those who hire the premises for use.

For the purpose of this document the term 'Trust' is used to denote the trustees who are together responsible for ensuring that the safeguarding policy and procedure are implemented.

For the purposes of this document a child is anyone under the age of eighteen years.

General statement of policy

The Trust is committed to:

- Promoting a safe environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults using our building.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Trust will:

- Create a safe and caring place for all.
- Have a named Safeguarding Officer (SO) to work with the Trustees to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the Trust.
- Display in the Assembly Rooms premises and on the website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, including notifying statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.

- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within the Trust will agree to abide by this policy and the guidelines established by the Trust.

The Trustees appoint: Rev'd Antony Wilson as the Safeguarding Officer

Formally adopted by Trustees on 7th December 2020

Review due November 2021