

## **SAFEGUARDING POLICY Procedures**

### **Safeguarding Children**

At Melbourne Assembly Rooms the well-being and safety of children and young people are our concern. We are committed to all aspects of safety and welfare. This includes:

- having child protection procedures;
- ensuring that groups or organisations using our premises are aware of our policy and where appropriate making checks that groups have similar processes in place;
- our staff will have a basic Disclosure & Barring Service (DBS) certificate;
- any person directly involved in running a MARS function specifically targeted at a young audience will be DBS checked;
- any historical allegation will be taken as seriously as a recent allegation;
- any concerns will be reported to the Chair of the MARs board/Manager/Line Manager.

### **Child Protection Procedures**

- Employees and helpers must promptly report any concerns to the Centre Manager/Chair/Line manager,
- A person raising a concern will be asked to report in writing the details of the issue, and to sign, date and time their report.
- The Chair/Board/Manager will document the information provided by the person reporting the concern, keeping a record of all details which will be signed and dated.
- The Chair/Board will then decide on a course of action as laid down by Derbyshire Safeguarding Children Board. **ACTION** - Contacting Derbyshire's Social Care Team. Call - 01629 533190..
- **If a child is in immediate danger the Police should be called.**

### **Safe Working Arrangements**

MARs will ensure compliance with our safeguarding arrangements when the premises is hired for events/clubs/activities aimed at children.

It is vital that at MARs we follow procedures when hiring the space to groups and individuals, professional or not, to ensure they are aware of their duty of care as set out in our booking conditions. This includes arrangements for handling accidents or issues during the hire. We must ensure private hirers are made aware of their obligations and have the appropriate risk assessments, safeguarding procedures and DBS certification in place.

Our safeguarding arrangements apply to three generic circumstances set out below;

1. **Private hire** (e.g. children's parties.)

**ACTION** - Hirers will be signposted to our safeguarding policy and emergency guidelines, and asked to ensure that any 'entertainers' are DBS checked.

2. **Commercial hirers** (e.g. events where children or young people are the focused attendees.)

**ACTION** - hirers will be made aware of our safeguarding arrangements and emergency guidelines.

- hirers should establish compliance ensuring they have insurance cover, DBS certification, risk assessments and safe working practices.

3. **MARS events.** (If MARs decided to run a specific event aimed at children.)

**ACTION** - A specific risk assessment for the event will be written which sets out the arrangements for ensuring all health and safety issues have been addressed.

- adults providing the event are DBS checked and aware of how to respond if a child or young person discloses any information.
- organisers and helpers should be fully briefed of the fire procedures, kitchen safety and health and safety concerns within the event.

### **Keeping a Record of Concerns**

When a child protection concern arises, it is essential that a record is made of what is said or seen and what action was taken.

All written records should be kept secure until required by authorities. Access should be limited to only:

- The person who has completed the form
- The Chair of MARs if the person complained about is the Manager.
- The Manager.

#### **Immediately following an incident or disclosure -**

- The Chair/Board Member/Manager will then decide on a course of action as laid down by **Derbyshire Safeguarding Children Board**. Contacting Derbyshire's Social Care Team. DSCB ( 01629 533190
- **If a child is in immediate danger the Police should be called.**

**Date Policy Adopted: November 2019**

**Policy Review Date: November 2020**