

Oxted Community Hall

Child Protection Procedures

All bookings are conditional on Hirers working within the Oxted Community Hall Child Protection Procedures set out below:

1. A register of children or young people attending the club/ activity should be kept. This should include details of their name, address, date of birth and next of kin.
2. No child or group of children or young people (under 16 years old) should be left unattended at any time.
3. No person under the age of 16 years should be let in charge of any children of any age.
4. There should always be at least two leaders on any group of children and young people, no matter how small the group. Small groups with single leaders may meet in a large room or in adjoining rooms with an open door between. If a child or young person is being interviewed alone, there should be another adult nearby.
5. While maintaining the recommended number of leaders per group, the gender should also reflect the group, i.e. there should be at least one male leader if possible where boys are present, and always at least one female leader where there are girls present.
6. You must keep a list of names of all paid and voluntary workers with regular and direct contact with children and update it at least annually.
7. You must obtain, and store confidentially and indefinitely, a signed declaration of past offences from all current paid and voluntary workers who have regular and direct contact with children (a sample form is attached) – this must be updated at least every 5 years.
8. Any reports of child abuse shall be taken seriously and dealt with in confidence, quickly and sensitively. The Chairman of Oxted Community Hall Management Limited shall be kept informed if allegations are made in respect of an activity carried out in the course of a hiring of the Oxted Community Hall, and of the status of any investigations.

Signature of the booking form confirms that the Hirer is in compliance with these procedures. If the Hirer fails to comply with these procedures a booking may be terminated and future bookings will be refused.