



2024

Wedding Reception Booking



Village Hall Committee

Polruan Village Hall

1/1/2024

Polruan Village Hall

Registered Charity: **282085**



Wedding Reception Weekend

Thank you for choosing Polruan Village Hall for your Wedding Reception. Before you complete the booking form, please:

- Read the information provided below including our **STANDARD CONDITIONS OF HIRE & SAFEGUARDING POLICY** also available at www.polruan.org
- Contact us by phone on 01726 870953 or email to kathrynehill39@gmail.com to check availability and reserve your chosen dates. Alternatively fill in our booking enquiry form available at www.polruan.org

Polruan Village Hall Wedding Reception Weekends

Our Wedding Reception Weekend fixed price provides you with **exclusive** access to the premises, grounds and facilities from 3pm Friday until 3pm Sunday. This will allow you the **flexibility** to accommodate a Saturday Wedding Reception at the time of your choosing, with ample time to set up on the Friday and to clear up on the Sunday. You could even choose to hold an additional event such as a 'Brunch' on the Sunday morning if you wish. The Weekend can be **extended** by a further day to incorporate the Monday following the weekend, for an additional £50. We recommend that you make your Bookings as far in advance as you can, to be more certain of availability. Wedding Receptions on other days of the week can occasionally be accommodated, please ask for details.

Prices:

Payment is required at the time of booking and can be via cheque, cash or BACS transfer. If paying via cheque the hire charge and the security deposit will need to be on separate cheques.

Wedding Reception Weekends are charged at a **fixed price of £200**.

Extended Wedding Reception included the Monday are charged at a **fixed price of £250**.

Security deposit of an additional **£50** is charged and returned at the end of your hire, less any charges for breakages or damages to the property. Any bank transfer charges incurred will be taken from the deposit.

What is included?

- Exclusive use of the building, grounds and facilities.
- Hire of tables and chairs; the main hall can accommodate up to 72 seated for a Wedding Breakfast and up to 140 for an Evening Reception (in accordance with fire regulations).
- Your caterer will have full access to our kitchen facilities.

You have flexibility to decorate the premises as you wish. Decorations can be hung on the walls and ceilings, however, please do not use *Blu Tack* or adhesive tape i.e. *sellotape*, etc. as this may damage the paintwork. You may position a number of small hooks around the hall and we can recommend other means of affixing decorations if you require.

A key will be made available to you by our Bookings Secretary prior to, or on, the Friday and the Hall should be locked by yourself and the key returned to the Bookings Secretary on completion of your hiring.

We are sorry, but we cannot provide help with setting out tables and chairs, decorating, catering etc and we do not provide table cloths. We also ask that you tidy everything away following your event and leave the premises as you found it. We will provide access to cleaning equipment. All rubbish, recycling and paper tissues must be removed after the Event.

If the Hirer wishes to use the raised stage area this will be at their own risk and they will take out appropriate insurance if it is considered necessary by them.

Please complete and return to:

Miss K Hill, PVH Bookings Secretary, 39 Fore Street, Polruan, Cornwall, PL23 1PH



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Licensed Bar: The hall is licensed for the sale and/or serving of alcoholic refreshments until 23.30 Monday to Saturday and until 23.00 on Sunday.

Music & Films: The hall is licensed to play music & films from 12.00 until 23.59 Monday to Saturday and until 23.00 on Sunday.

The main hall includes an integrated Audio Visual system with Blu-ray/DVD player, screen & projector available for your use. The main hall includes an integrated Audio-Visual system and lighting with 5 CD changer available for your use. Portable devices can also be connected via Bluetooth or USB. A wireless hands-free microphone system is also available on request.

Facilities Include

Electricity: Lighting, heating, air-conditioning and electricity through the power points are all inclusive within the hall hire charge. Please ensure all lighting and electrical equipment are switched off at the end of the hire period and that the heating thermostat is reset to 7 degrees.

Tables and chairs: The hall has 6 collapsible rectangular tables (2ft 6ins by 6ft) and 7 collapsible square tables (2ft 6ins by 3ft) and 100 chairs. You can fit up to 6 chairs round the rectangular tables and 4 chairs around the smaller tables. If required, a small number of additional tables may be available. The maximum capacity for a Wedding Breakfast is 72 seated. Please identify any additional requirements with your Catering Provider and discuss this with the Bookings Secretary as soon as possible.

Kitchen: The well-equipped kitchen includes a double electric oven and hob, a catering size refrigerator, an under-counter freezer, an automatic hot water heater, a dishwasher, an electric kettle, a microwave and a coffee maker. Crockery, cutlery and glasses for 60 Guests are also available, along with jugs, serving bowls, cooking equipment and utensils.

Car Parking: The large, easily accessible, St Saviours Car Park offers ample parking for you and your Guests. The Car Park has two electric vehicle charging points fitted.

Outside space and playing field: There is a well-tended lawned area to the side of the building with magnificent views across the Fowey Estuary. Leading directly out from the main hall there is a covered verandah overlooking the lawned area, with several benches and tables providing outside seating space. No animals are allowed on site. Exception is permitted for Guide Dogs accompanying a sight impaired owner. For health and safety reasons animals are not allowed inside the hall or on the lawned area. Dogs can be exercised on the adjacent grassed Bound.

If you choose to hire a marquee this can be placed on the lawned area, however please discuss the positioning with us in advance, as it may impact on the hall fire exits. You or the company you are hiring the marquee from must have the appropriate insurance for these activities.

Disabled access: All our doorways are wide access and there are easy access toilet facilities. There are no significant floor level changes inside the building. The Stage area is accessed from the end of the main hall.

Baby Changing Unit: There is a waist-high retractable unit located in the Unisex toilet area.

Once you have received confirmation your chosen date(s) are available, please complete and return the booking form along with payment to secure your chosen date(s).

Please complete and return to:

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Wedding Reception Hall Hire Booking

Please make a booking enquiry to check availability. You can use the online booking enquiry form on our website, this can be found at www.polruan.org or contact the Booking Secretary directly via either telephone, email or post.

Tel: 01726 870953

Email: kathrynehill39@gmail.com

Post: Miss K Hill, PVH Bookings Secretary, 39 Fore Street, Polruan, Cornwall, PL23 1PH

Wedding Reception Postal Booking Enquiry Form:

Hirer Name:

<i>First:</i>	<i>Surname:</i>
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Hirer Contact Email & Telephone:

<i>Email:</i>	<i>Telephone:</i>
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Hirer Contact Address:

Wedding Couples Names:

<i>Bride/Groom:</i>	<i>Groom/Bride:</i>
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Hire Type & Dates Required - For Saturday Weddings your hire allows you access to the hall from 3pm Friday to 3pm Sunday:

Wedding Reception: – Please tick if required	Extended Hire: – please tick if required
Dates:	

Additional Information:

Approximate total of guests:	Day:	Evening:
Other information:		

Please complete and return to:

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Confirmation of Booking & Payment

To confirm your Wedding Reception booking, the full payment of £200 is required along with the separate security deposit of £50. If you request to extend your Hire period to include the Monday following the Weekend and you have agreement from the Bookings Secretary, the full payment will be £250 along with the separate security deposit of £50.

Our prices may be subject to a small annual increase; to guarantee your price for a wedding taking place in a future year, full payment is required at the time of booking.

The booking can be paid by cheque, cash, or BACS transfer. If paying via cheque the hire charge and the security deposit will need to be on separate cheques.

The security deposit of £50 is returned at the end of your hire, less any charges for breakages or damages to the property. Any bank transfer charges incurred will be taken from the deposit.

PAYMENT.

By **Cash**, paid to the Bookings Secretary, Miss Kathryn Hill

By **Cheque(s)**, made out to: **POLRUAN VILLAGE HALL**

If sent by post, please mail to: Miss K Hill, 39 Fore Street, Polruan, Cornwall, PL23 1PH

By **BACS Transfer** to: Lloyds Bank Sort Code 30-97-28 A/C 02311508

We hope you have a very happy time at our Hall.

Please contact the Booking Secretary for further information.

Details of Committee Members are on the Notice Boards.

The Hirer by booking agrees to be present during the period of hire and to ensure that the 'Standard Conditions of Hire' or 'Standard Special Conditions of Hire', which form part of the terms and conditions of the booking, are adhered to.

The Hirer by booking also agrees to ensure that the 'Safeguarding policy', which form part of the terms and conditions of the booking, are adhered to.

The Hirer by booking also recognises that Polruan Village Hall accepts no liability for the Hirers use of the hall and any associated public liability responsibility regarding the property and facilities provided.

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Village Hall Useful Information

Water: The main stop tap covering the kitchen, the ladies and the gents toilets, is situated high up on the wall in the ladies toilet. The stop tap covering the toilet in the extension is under the labelled trap on the stage.

Don't forget to turn on the water in the gents toilets on arrival.

Lighting & Electricity: Is included in the hall hirer charge at no extra cost.

Electricity - 3 – phase supply meters and fuses are on the wall above the window on the stage.

Lighting - In the event of failure, the emergency lighting will operate. **It is essential all lighting is switched off at the end of the hire period.**

Heating: Is included in the hall hirer charge at no extra cost. The **remote control for the heating** is located in the **top drawer in the kitchen** (under the hatch). Instructions on operation are on the wall by the thermostat.

To set the thermostat:

Thermostat indicates current room temperature.

- To adjust, turn dial to required temperature.
- The display will show the selected temperature and a flame icon will shortly appear.
- After a short delay the 3 wall heater units will start to run until reaching the set room temperature.

It is essential the heating is switched off at the end of the hire period and the thermostat returned to 7 degrees. In the event that this process is not followed it may result in an amount of deposit monies being withheld to cover the cost of wasted electricity.

First Aid/Repair and Damage: There is a first aid box in the fourth drawer down in the kitchen (under the hatch) and an accident book (which must be filled in). There is also a book to report repairs/damage.

Covid-19 Treatment Box: Located in the cupboard under the hand wash sink, together with instructions.

Chair and Table Store: Please return equipment used from this store and ensure it is put back properly for the next user.

Cleaning Equipment: Can be found under the sink and under the stairs.

Piano: This is locked for safety but is available for hire at an extra cost, please ask the Booking Secretary.

Rubbish: Please remove all rubbish when leaving the Hall

Dishwasher: We promote the use of our dishwasher for hygiene purposes. Should your activity not merit use of this appliance, please ensure you supply tea towels/washing up liquid and remove on departure.

Operating instructions for Appliances: Are in the third drawer down under the hatch

Hot Water Heater: Please switch on when you arrive - 30 minutes to warm up.

Coffee Machine Filters: Can be found in the drawers under the hatch

Kick step: You can find me in the cupboard — to the left of the bin area.

Trays: Are in the cupboard on the left of the cooker

Place Settings for 60 people – you can find

- Spare wine glasses (boxed) in cupboard by sink
- Spare cutlery (boxed) in bottom of cupboard by the sink, under the water heater.

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Conditions of Hire

STANDARD CONDITIONS OF HIRE APPLICABLE TO ALL BOOKINGS

1. The Hirer will strictly adhere to the dates and times of their hiring of the Hall as specified on the Booking Form.
2. One key for the Hall will be supplied to the Hirer, to be returned to the Committee by the 'end' time of the hiring period. The Hirer will be responsible for the key in the period within their control and not part with control of the key during the period of hiring. Should the key be lost, the Hirer will be responsible for the cost of replacing the key or replacing the lock with the required number of keys, at the discretion of the Committee. Regular User Groups have alternative arrangements, as identified on page 3.
3. The Hirer will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements outside the Hall entrance, to avoid obstruction of the highway outside of the Hall.
4. The Hirer shall indemnify the Committee for the cost of the repair of any damage done to any part of the property, including the curtilage thereof or the contents of the building, that may occur during the period of the hiring because of the hiring. A deposit cheque for £50 will be required to confirm the booking. This should be a separate cheque which would be returned or destroyed after the Event, unless subject to any charges for breakages or damage to property. Regular User Groups will not be required to provide a deposit cheque. The Hirer shall report any damage occasioned or noted to the Bookings Secretary.
5. At the end of the hiring, the Hirer shall be responsible for leaving the premises and its surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise. Any contents temporarily removed from their usual positions shall be properly replaced unless directed otherwise. The Committee shall be at liberty to make an additional charge if this is not the case. If, in the opinion of the Bookings Clerk or the Hall Cleaner, the Hall is not left in a satisfactory condition, the Hirer will be responsible for any charges occasioned by the Committee in bringing the Hall back to its proper condition. Wherever practical the Bookings Clerk or Hall Cleaner will consult with the Hirer prior to any work being carried out to give the Hirer the opportunity of carrying out the work themselves to the Committee's satisfaction. Where the Hirer is a recognised User Group their Representative on the Committee will be responsible for ensuring the Hall is left in a satisfactory condition. **It is the Hirer's responsibility to remove all waste generated at the end of the period of hire in the bags provided.**
6. Any item brought in/on to the Hall premises by the Hirer is to be at their own risk for Insurance purposes (and will not be covered by the Village Hall Insurance) and is to be removed by the 'end' time of the hiring period specified. All electrical equipment brought into the Hall by the Hirer shall be in safe good working order and used in a safe manner in accordance with Electricity at Work Regulations 1989.
7. The hire charge for the premises will include the cost of electricity for lighting and heating provided in the Hall. **It is the Hirer's responsibility to switch off the lighting and turn the thermostat back to 7 degrees after the period of hire.**
8. Hire charges for Wedding Reception Weekends, for Standard Weekend Hire and individual sessions are identified in the Bookings Enquiry page on the polruan.org website.

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9. The Hirer shall be responsible for obtaining any licenses which may be necessary for their proposed usage of the Hall and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority and the Local Magistrate's Court or otherwise.
 - a. Notwithstanding the foregoing, the Committee hold a Cornwall Council Premises Licence and a Performing Rights Society Licence. The Premises Licence encompasses the supply and sale of alcohol, the provision of entertainment and the provision of late-night refreshment. Entertainment in this application includes, Theatrical Performances, indoor Sporting Events, Live Music, Recorded Music, and the Performance of Dance. The Village Hall has a Designated Premises Supervisor who is responsible for authorising the sale or supply of alcohol. It is, however, the Hirer's responsibility for checking whether these Licences apply to their hiring, or if special alternative approval is required. (Information on licences held are available from the Booking Secretary and copies of the same are also exhibited in the Hall and on the website).
 - b. If the Hirer wishes to use the raised Stage Area this will be at their own risk and they will take out appropriate insurance, if it is considered necessary by them.
 - c. If the Hirer needs to access the raised Stage Area to draw curtains etc. or to access areas of the Hall to the rear of the stage, please be fully aware that there are no guard rails on the access stairs or at the front of the stage and that the Hirer and / or those accompanying them, must exercise caution in their movements or actions on accessing the stage, at all times.
 - d. The Hirer shall ensure that their Guests vacate the premises quietly and within 45 minutes of the end of the period identified for the sale of alcohol in the Premises Licence. (Mon-Sat 12:00 until 23:59; Sun 12:00 until 23:00)
 - e. The Hirer shall be responsible for compliance with the terms of the Committee's licences or special licences obtained, particularly regarding the numbers of Occupants specified on the licences and displayed at the Hall and on the website. (Number of Occupants are the total number of persons on the premises NOT the number of the 'audience').
 - f. The Hirer shall ensure that, when films are being shown, children will be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. The Hirer shall ensure that they have the appropriate copyright licences for films.
 - g. The Hirer shall ensure that nothing is done, on or in relation to the premises in contravention of the Laws relating to Gaming, Betting and Lotteries.
10. The Hirer shall not sublet or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything that may endanger the same or any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without written permission. The Responsible Person authorised by the Committee is to have the right to enter the premises during the period of hiring specified to ascertain that the conditions of hiring are being adhered to.
11. The Hirer must report all accidents involving injury to the public to the Committee and complete the relevant sections in the Village Hall's Accident Book, which is located in the fourth drawer down under the roller shutter. A notice identifying this location is on the kitchen Noticeboard and in a note accompanying final contracts.

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12. The Hirer shall ensure that invitees are aware the Village Hall is a 'No Smoking' building and anyone wishing to smoke does so outside the building and disposes of cigarette ends, matches etc. in the wall mounted boxes positioned on the veranda.
13. The Hirer must not use drawing pins or tape on the walls or other surfaces. They may use Blu-Tac or 3M command strips.
14. The Hirer shall ensure that any activities for persons under the age of 18 years comply with the Children's Act 1989 and any subsequent legislation. Similarly, any activities that involve vulnerable individuals comply with the Vulnerable Groups Act 2006 and any subsequent legislation. Where applicable, the Hirer shall provide on request from the Committee, a copy of their DBS check and any Safeguarding Policy in place. Where there is not a policy in place, the hirer is required to observe the Safeguarding Policy drawn up by the Committee and included with the Hire Contract. If the activity, when taking place, is judged by the Committee not to meet the requirements of the above Legislation, the Committee reserves the right to cancel the hiring.
15. In any hiring of the premises for the purpose of a sale/dance/performance etc. where the General Public will be admitted for a fee, such sale of tickets by the Hirer must be on the basis that "Right of Admission is reserved".
16. If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of the Committee.
17. The Committee reserves the right to cancel this hiring by written notice to the Hirer in the event of:
 - a. The premises being required for use as a Local Emergency Accommodation Centre, a Polling Station for a Parliamentary or Local Government election or by-election.
 - b. The Committee reasonably considering that the hiring will lead to a breach of licensing conditions or statutory requirements, or unlawful or unsuitable activities will take place as a result of this hiring.
 - c. The premises becoming unfit for use intended by the Hirer (for example, flooding) or any part thereof being rendered unfit for the use for which it has been hired.

In such a case, the Hirer shall be entitled to a refund of any deposit or rent already paid to the Village Hall, but the Committee shall not be responsible for any resulting direct or indirect loss or damages. Hall insurance does not cover Hirers for the provision of external services, be it hardware or personnel. If Hirers feel it necessary to cover their event for such a cancellation, it is recommended they take out the appropriate insurance to cover this scenario.

18. Where any Special Condition noted on the Booking Form is in contradiction to any of the above conditions the Special Condition shall take precedence to ensure Public Safety.
19. When a Hirer is putting on a Major Performance(s) they must check the operation of the Escape Lighting prior to each Performance and they must also carry out a one-off test of the manual Fire Alarm prior to each Performance.

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20. Hirers shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority and the Hall's Fire Safety Policy and Fire Evacuation Procedure to ensure public safety. All relevant information is displayed on the Fire Safety Noticeboard located in the main hall. Copies of which are included in with the Hire Contract when it is sent out to the prospective Hirer for signature.

21. The Hirer shall make their best endeavours to ensure the minimum of noise is made on arrival and departure, particularly late at night. Care should be taken to avoid excessive consumption of alcohol and best endeavours should also be made to avoid drunk and disorderly behaviour. Drugs are not permitted on the premises.

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Polruan Village Hall

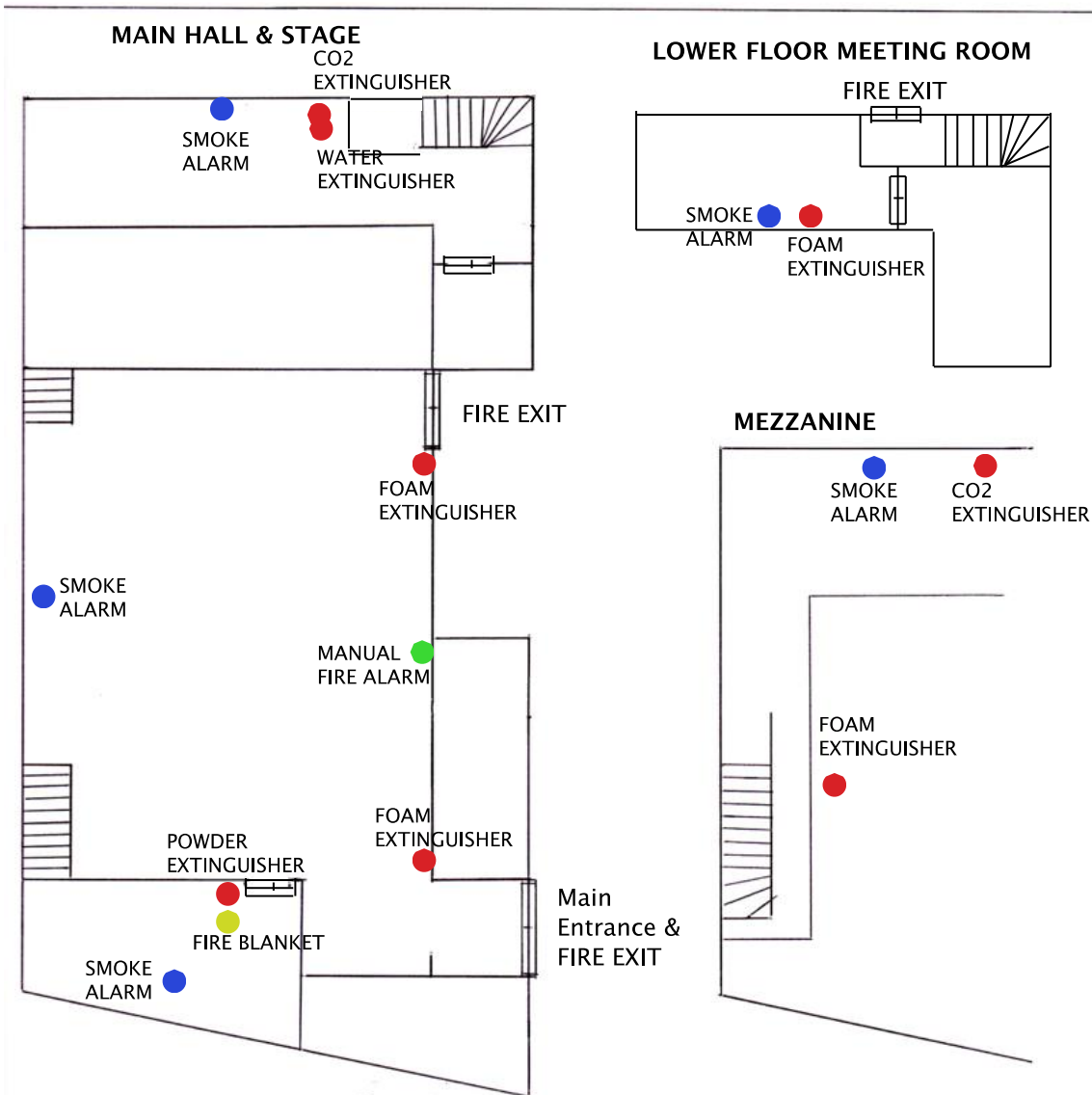
Registered Charity: **282085**



Fire Safety Procedural Document

Polruan Village Hall

Location of Fire Extinguishers, Fire Blankets, Smoke and Fire Alarms, Manual Alarm and Emergency Exits



Please complete and return to:

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Fire Evacuation Procedure – Polruan Village Hall

General Fire Information

For your own safety please read these instructions carefully and make sure you know your way from any part of the building to the nearest available marked exit.

On discovery of/or suspicion of a fire:

- Raise alarm by shouting “Fire” and press the manual fire alarm in the main hall.
- Telephone 999 and ask for the Fire Brigade.
- Nearest telephone is in any nearby house or use a mobile phone.
- Public telephones are situated at the bottom and top of Fore Street.
- Advise the Fire Brigade that there is a fire at:

The Village Hall

School Lane

Polruan

PL 23 1QA

- Tackle the fire using the correct appliance only if this can be done without putting yourself or anyone else at risk.

On Hearing The Alarm:

- Leave the building through the nearest available marked exit.
- Do not stop to collect personal belongings or other items.
- Report to the Assembly Point – on the road outside the Hall.
- Keep close to the wall of the Bound – to avoid getting in the way of Emergency vehicles.
- **Do not re-enter the Hall.**

Please contact the Bookings Secretary for further information.

Details of Committee Members are on the Notice Boards.

We hope you have a very happy time at our Hall

Please complete and return to:

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Safeguarding Policy

Policy Statement:

Polruan Village Hall (The Village Hall) recognises that it has a statutory and moral duty to ensure that it safeguards and promotes the welfare of young people and vulnerable adults during their time spent at the Village Hall. Our primary purpose, as Trustees of the Village Hall, is to maintain the Hall for the benefit of the Community. However, as responsible Hirers, we make every effort to ensure those hiring the Hall are aware of their responsibilities and the legislation in place to protect children and vulnerable adults, by drawing attention to this in both our Terms and Conditions of Hire and Booking Form, with the expectation that if a Hirer does not have their own 'Safeguarding Policy' in place, adherence to ours is necessary and agreed to when signing the Booking Form and the Terms and Conditions.

The term "children" means "those under the age of 18". The Village Hall recognises that some adults are also vulnerable to abuse. Accordingly, the procedures will also be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

The Village Hall has a Designated Safeguarding Lead – The Bookings Clerk – who is supported by a Safeguarding Policy Sub-Committee, comprising of a group of Trustees who are currently serving on The Village Hall Committee.

Definitions:

Child: A young person under the age of 18 years of age.

Vulnerable Adult: A person aged 18 years or over who is or may be in need of Community Care services by reason of mental or another disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Organisation: A social unit of people that is structured to meet a specific need or pursue collective goals.

Disclosure: A person states they have been or are being abused by another.

Allegation: A volunteer working with children or vulnerable adults or another person in contact with them is accused of committing an abuse against a child or vulnerable adult.

Abuse:

- A violation of an individual's human and civil rights by any other person
- May consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into financial or sexual transactions to which he or she has not consented or cannot consent.
- Abuse can occur in any relationship and may result in significant harm to, or exploitation of the person subjected to it.

The Village Hall works to:

- Safeguard the welfare of young people and vulnerable adults
- Support the creation of an environment where young people and vulnerable adults are listened to and are encouraged to talk about themselves, their lives, and any concerns they may have.

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The Village Hall will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Adhering to this policy.
- Establishing as defined below:

EITHER

- That all relevant Organisations hiring the Hall have policies and processes in place to recruit staff and/or volunteers safely, ensuring all necessary checks are made and training received
- That these Organisations have a policy of sharing information about child protection and vulnerable adults good practice, with children, adults, parents, staff and volunteers
- That these Organisations share information about concerns with Agencies who need to know and involve parents and children appropriately
- That these Organisations provide effective management for staff and volunteers through supervision, support and open communication.

OR

- If an Organisation does not have a Safeguarding Policy and related Processes in place, by signing our Booking Form and Terms and Conditions, they agree to adhere to the requirements of our Safeguarding Policy.

The Village Hall recognises that children and vulnerable adults may suffer abuse in different ways:

- Physically: Any purposeful acts of violence causing injury.
- Sexually: The exploitation of authority or power to involve a child in sexual gratification.
- Emotionally: Emotional ill-treatment or rejection affecting emotional or behavioural development.
- Bullying: The use of force, coercion, hurtful teasing, threat to abuse, aggressively dominate or intimidate. Bullying can be divided into 4 basic types of abuse, Psychological, Verbal, Physical and Cyber.
- Neglect: Failure to provide a child with basic needs, including access to adequate food, healthcare or education.

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All relevant Organisations hiring the Hall will:

EITHER

- Have a policy in place to ensure that their staff and volunteers be on guard to spot the signs and symptoms of abuse that can include: Physical signs such as changes in appearance, injuries and marks, and changes to a child's or vulnerable adults behaviour.

OR

- Commit to taking the following steps where indicated.

The relevant Organisations hiring the Hall will respond to suspicions or allegations of abuse by:

- Following up on any low risk disclosure or initial concern of abuse:
- Staff/volunteers will offer support and guidance to the young person or vulnerable adult and ensure their current safety.
- Staff/volunteers will record incidents and make the necessary agencies aware of any potential for concern.
- If unsure about the level of risk or appropriate support, staff/volunteers can seek advice by calling Cornwall Council Multi-Agency Referral Unit on 0300 123 1116.
- Following any disclosure or concern for a young person or vulnerable adult in immediate danger, staff/volunteers will follow the procedure as attached to this policy.

Relevant Organisations Hiring the Hall will maintain records and respect confidentiality:

Relevant Organisations who hire the Hall will have a process in place to inform the relevant external agencies of any issues for concern and pass them a written record of any incidents or disclosures, to be kept securely by them.

They must also recognise that privacy and confidentiality will be respected where possible but if doing this leaves a child or a vulnerable Adult at risk of harm, then the Child or vulnerable adult's safety will always come first.

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Annex A

Safeguarding Policy Sub-Committee (of the Polruan Village Hall Committee) Terms of Reference

Membership: The designated Safeguarding Lead (the Bookings Secretary) and at least two further Members of the Polruan Village Hall (PVH) Committee.

Purpose: To ensure that the PVH Safeguarding Policy remains effective, including that any allegations raised under the provisions of the Policy are addressed appropriately.

Tasks: the Sub-Committee will

- Ensure that PVH volunteers who as part of their role come into contact with children or vulnerable adults, have received appropriate training and that criminal records checks are completed and updated where required.
- Review all disclosures or allegations of abuse it may become aware of.
- Consider whether appropriate action was taken in response to it by the relevant Organisation.
- Consider whether additional action should be taken by the PVH Committee and recommend what this should be.
- Consider whether the Safeguarding Policy or practice needs to be revised to ensure that it is effective.

Meetings: the Sub-Committee will meet at least once every year and more frequently if required.

Please complete and return to:

Miss K Hill, PVH Bookings Secretary, 39 Fore Street, Polruan, Cornwall, PL23 1PH



Polruan Village Hall

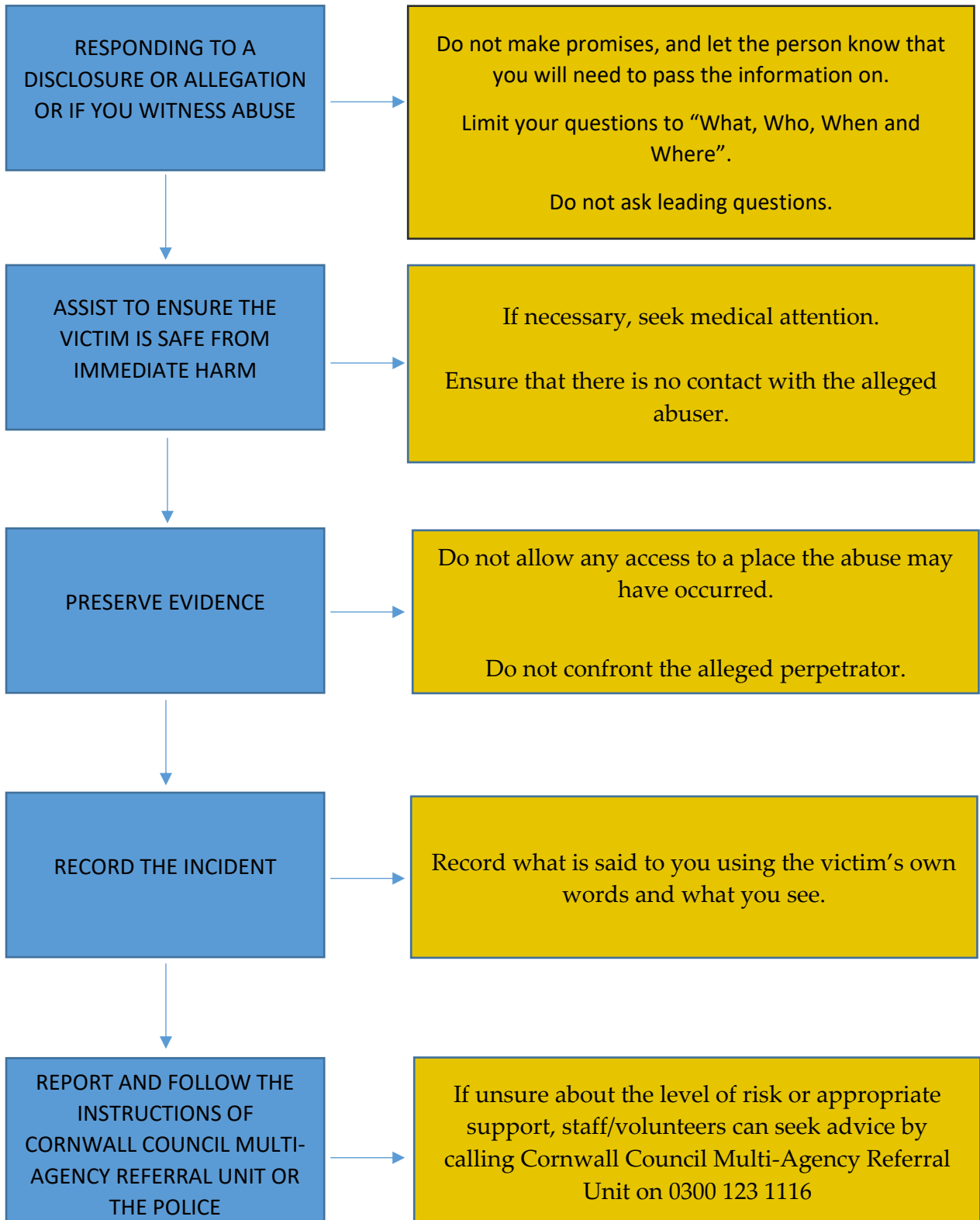
Registered Charity: **282085**



Annex B

Safeguarding Procedure

To be used by relevant Organisations hiring the Hall.



Please complete and return to:

Miss K Hill, PVH Bookings Secretary, 39 Fore Street, Polruan, Cornwall, PL23 1PH

