

Herne and Broomfield Parish Council



Safeguarding Policy

March 2026

Statement of Intent

Herne and Broomfield Parish Council, Herne Centre staff, and volunteers have a duty to safeguard vulnerable users of the Herne Centre and its premises and those who may encounter vulnerable users.

They should respond to any concerns they may have regarding the physical, sexual, emotional, or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion, or faith. This policy applies to users of Herne Centre.

For the purposes of this policy children are classed as under 18 years of age.

Principles

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion, or neglect.

Bullying, shouting, physical violence, sexism, and racism towards children and vulnerable adults will not be permitted or tolerated. The responsibility for ensuring the safety of children or vulnerable adults while at the Herne Centre rests with the individual or organisations hiring the space.

Policy Statement

No member of Herne and Broomfield Parish Council, Herne Centre staff, or other volunteers will have unsupervised access to children or vulnerable adults whilst at the Herne Centre.

All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately. All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues.

There will be a nominated Safeguarding lead to who any suspicions or concerns should be reported immediately. This person is the Clerk of the Parish Council or in their absence the

Assistant Parish Clerk. In the circumstances where the concern is about either of these people, they should be reported to the Chair of the Parish Council.

The Parish Council and Herne Centre staff will endeavour to keep the premises safe for use by children and vulnerable adults, and they recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults.

Any organisations or individuals hiring the Herne Centre for the purposes of holding activities involving children or vulnerable adults are confirming, by signing the terms and conditions of booking, that they have appropriate safeguarding policy in place which must be available for viewing by the Herne Centre staff and Herne and Broomfield Parish Council.

Herne Centre staff will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18.

The Herne Centre staff will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show.

Entertainment of a graphic, explicit or sexual nature, and high-stake gambling activities will not be permitted on the premises.

All Herne and Broomfield Parish Council members, Herne Centre staff, and volunteers will be given information about child protection awareness.

<https://www.nspcc.org.uk/keeping-children-safe/spotting-signs-child-abuse/>

A bi-annual review will take place to allow for any required up-date of policies and or procedures. New staff, councillors and volunteers must read this policy and understand their responsibilities.

A copy of the policy will be displayed on the Herne and Broomfield Parish Council website, and a paper copy will be kept in the Parish Office for the attention of all in the Herne Centre and made available on request.

Organisations hiring the Herne Centre for activities for children will be asked to confirm that they have suitable Child Protection policies in place before the first booking commences. Individuals hiring the Centre for activities for children will be made aware of this policy.

Organisations hiring the Herne Centre for activities specifically involving vulnerable adults will be asked to confirm that they have a suitable Vulnerable Adults Protection policy before the first booking commences. Other organisations hiring the Centre whose activities may involve vulnerable adults will be made aware of this policy.

Herne and Broomfield Parish Council and Herne Centre staff will require hirers to report any damage, breakages or safety issues needing attention to the Amenities Manager or Herne Centre staff, who will inform the appropriate people. These will be dealt with as soon as

practicable, in the light of the circumstances, with provision to prevent access by children and vulnerable adults pending repair where appropriate.

A hiring agreement which includes appropriate clauses will be entered into for all hirings for licensable activities. Herne and Broomfield Parish Council and the Herne Centre will ensure that these provisions are observed when holding any licensable activities itself.

Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. All work should be undertaken when the Herne Centre is not in use, but appropriate supervision will be arranged if it is necessary to carry out work when there is a booking.

If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.

The supervision of all groups remains the responsibility of the people who hire the Herne Centre and sign the terms and conditions of booking.

Reporting Incidents

The nominated Safeguarding lead (the Parish Clerk or Assistant Parish Clerk in their absence), will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority.

The Safeguarding lead may choose to have a confidential discussion with others to corroborate and support any suspicions before reporting a concern to the lead agency.

The Safeguarding lead should know who to contact at the local authority, know who to contact in Social Services for advice and referrals and know about helplines and other sources of help for children and young people and vulnerable adults.

They must ensure that there is an environment in which staff can raise any child protection or vulnerable adult protection concerns.

When reporting a Safeguarding concern, it is essential it is recorded. A record must be kept of what is said or seen and what action was taken. This record or any other written record should be kept in a locked cabinet or drawer. Access to this file should only be granted to the person completing the form, the nominated Safeguarding lead, (or if the concern is about this person, then the chair of the Parish Council), a member of the local authority, Police or Social Services.

Appendix 1

Reporting incident involving vulnerable adult: <https://www.kent.gov.uk/social-care-and-health/adult-social-care/report-abuse>

Call: 03000 416161

Email: social.services@kent.gov.uk

Reporting an incident about a child:

Call: 03000 411111

Email: social.services@kent.gov.uk

Out of hours:

Call: 03000 419191