**Safeguarding Policy for Lindale Hall Hire**

**Date of Policy Approval:** [1 May 2025]  
**Policy Review Date:** [1 May 2026]

**1. Policy Statement**

Lindale Hall is committed to ensuring the safety and well-being of all individuals who use its facilities. This policy outlines the safeguarding procedures and responsibilities for all hirers and users of Lindale Hall, ensuring compliance with UK safeguarding legislation and best practices.

**2. Purpose**

The purpose of this policy is to:

* Promote a safe environment for children, young people, and vulnerable adults.
* Outline the responsibilities of Lindale Hall, volunteers, and hirers in safeguarding individuals.
* Provide clear guidelines for reporting safeguarding concerns.

**3. Scope**

This policy applies to all individuals hiring or using Lindale Hall, including:

* Event organisers.
* Contractors.
* Attendees of activities or events.
* Volunteers and anyone associated with hired events.

**4. Legislative Framework**

This policy is guided by:

* The Children Act 1989 and 2004.
* Working Together to Safeguard Children (HM Government, 2018).
* The Care Act 2014.
* The Protection of Freedoms Act 2012.
* General Data Protection Regulation (GDPR).

**5. Responsibilities**

**5.1 Lindale Hall Management**

* Ensure the hall is a safe environment for all users.
* Provide this safeguarding policy to all hirers as part of the hire agreement.
* Ensure appropriate risk assessments are conducted for hall facilities.
* Maintain up-to-date knowledge of safeguarding procedures.

**5.2 Hirers**

* Take full responsibility for safeguarding children, young people, and vulnerable adults during the period of hire.
* Ensure activities comply with relevant safeguarding legislation and best practices.
* Nominate a designated safeguarding officer (DSO) for their event or activity.
* Report any safeguarding concerns immediately in line with this policy.

**5.3 Attendees**

* Respect the safeguarding measures in place and report any concerns to the appropriate individual.

**6. Procedures**

**6.1 Booking Process**

* All hirers must agree to abide by this safeguarding policy as part of the hire agreement.
* Hirers organising activities for children, young people, or vulnerable adults must provide evidence of:
  + DBS checks for relevant personnel.
  + A safeguarding policy specific to their organisation.
  + Adequate supervision ratios for their activity.

**6.2 Reporting Concerns**

* If a safeguarding issue arises during the hire period, it must be reported to:
  + The hirer’s designated safeguarding officer.
  + Lindale Hall Management (contact details will be provided in the hire agreement).
* In emergencies, concerns should be reported to:
  + Police: 999 (in an emergency) or 101 (non-emergency).
  + Local Authority Designated Officer (LADO).

**6.3 Record-Keeping**

* Lindale Hall will maintain a log of reported safeguarding incidents and actions taken.
* All reports will be treated confidentially in line with GDPR.

**7. Code of Conduct**

Hirers and attendees must:

* Treat all individuals with respect and dignity.
* Act as role models for safe and appropriate behaviour.
* Avoid situations where they are alone with a child or vulnerable adult, unless in a professional capacity with appropriate checks.
* Not engage in any form of abuse or discrimination.

**8. Risk Assessments**

Lindale Hall will carry out regular risk assessments of its facilities. Hirers are responsible for ensuring risk assessments are completed for their specific activities or events.

**9. Training**

Hirers conducting regular activities for children, young people, or vulnerable adults are expected to provide evidence of safeguarding training for themselves and any person who is working with the children in the hall.

**10. Breach of Policy**

Failure to adhere to this safeguarding policy may result in:

* Termination of the hire agreement.
* Referral to appropriate authorities.

**11. Contact Information**

For safeguarding concerns, please contact:  
**Lindale Hall Management**  
Phone: [Insert Phone Number]  
Email: [Insert Email Address]  
Address: [Insert Address]

Local Safeguarding Authority Contact:  
[Insert Local Authority Contact Details]

**12. Policy Review**

This policy will be reviewed annually or in response to changes in legislation or best practice.

**Approved by:**  
[Signature or Name]  
**Date:** [Insert Date]

This safeguarding policy ensures that Lindale Hall provides a safe and secure environment for all users while complying with UK safeguarding laws.