

Policies for Management of the Hall

The Policies set out below, a copy of which may be found in the Hall kitchen, are an integral part of the terms and conditions of hire to which the Hirer consents by entering into the Hiring Agreement at the time of booking. Please note that any agreement to hire the Hall is subject to the over-riding discretion of the Trustees.

Blockley Little Village Hall (“the Hall”) is owned by The Elisha Smith Institute, a registered charity. The Trustees of the charity determine appropriate Policies for the management of the Hall and are responsible for implementing those policies, acting as a Management Committee (“the Committee”).

Health and Safety Policy

The Health and Safety Policy of the Hall is as follows:

1. To keep the Hall and equipment in a safe condition for all users
2. To provide healthy and safe working conditions, equipment and systems of work for our employees, committee members and hirers
3. To provide such training and information as is necessary to staff and users.

The Committee aims to comply with all health and safety legislation and to take all reasonable action to prevent injury, ill health or danger arising from use of its facilities or equipment.

Employees, hirers and visitors are expected to comply with the safety requirements set out in the hiring agreement and with safety notices on the premises and to do everything they can to prevent injury to themselves or others.

Procedures to implement this policy, together with the list of ‘Approved Persons’ are contained in the Health and Safety File which is held in the Hall.

Protection Policy for Children and Vulnerable Adults

The Hall and its Committee provide facilities for the use of the whole community, including children and vulnerable adults (see definitions below)¹. The Hall Custodian or deputy (‘Custodian’), is the main contact point with Hirers.

¹ *The Children Act 1989 states the legal definition of a child as being a person under the age of 18. The Police Act 1977 states that a person can be considered vulnerable if they are substantially dependent upon others in performing basic functions, or if their severely impaired ability to communicate with others may mean that they have reduced ability to protect themselves from assault, abuse or neglect.*

Blockley Little Village Hall
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Activities involving children and vulnerable adults are run by outside groups/hirers. Hirers must satisfy themselves that the premises and its facilities are suitable for their users. The Committee does not run activities itself.

It is the intention of the Committee to ensure that children and vulnerable adults who come into the premises are provided with a safe and secure environment and are protected from harm. The Committee requires that the same responsibilities and conditions of hire which apply for the use of the Hall in general (i.e. health and safety, fire regulations etc) also apply to use for activities involving children and vulnerable adults.

Risk Assessments have been produced to ensure the safety of the Little Village Hall facilities for all sections of society. The physical safety of small children is specifically addressed in these documents, which are located in the blue file on the kitchen window sill.

The Instructions and Information for Users shall include the following conditions of hire for activities that include children and/or vulnerable adults:

- Hall users are reminded that DBS (previously CRB) checks should be in place for all activities involving one to one contact between adults and children or other vulnerable people. The Committee and Custodian assert the right to ask for proof that such checks are in place.
- Hirers must ensure that any person who has children or vulnerable adults in her/his care is never alone with them unless she/he has been DBS checked. This includes those waiting to be collected from an event.
- Hirers for activities attended by children or vulnerable adults, other than those arranged as private events (e.g. parties by private invitation), must have procedures in place for the protection of such persons and a written statement describing such procedures must be shown to the Custodian prior to hire or otherwise on request.
- Hirers must ensure that alcoholic products are not provided to children or vulnerable adults, that films are only shown to children within the relevant age classification, and that there is no gambling or entertainment of an adult or sexual nature.

It is recognised that the Custodian might have one-to-one contact with children or vulnerable adults and it is part of the job description that the Custodian is DBS checked.

Contractors engaged to carry out work at the Hall premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.

The Committee will maintain a list of employees and volunteer staff (if any) engaged by the Hall Committee who may have contact with vulnerable users.

Two trustees will be appointed to be responsible for child and vulnerable adult protection matters. They will have responsibility for ensuring that concerns that come to the notice of the Committee are reported as a matter of urgency to the relevant protection agency, which at the date hereof will be one of the following:

To report concerns about a child:

If necessary call the Children and Families Help Desk on 01452 426868 (Mon-Fri, 08:00 to 17:00). Out of Hours call the Emergency Duty Team on 01452 614194. Email: childrenshelpdesk@gloucestershire.gov.uk

To report concerns about a vulnerable adult:

If necessary Call the Adult Help Desk on 01452 426868 (Mon-Fri 08.00 to 17.00). Out of hours call the Emergency Duty Team on 01452 614194. Email: socialserviceseng@gloucestershire.gov.uk

If you are concerned about the immediate safety of a child;

Contact the police on 101 at any time. In an emergency call 999.

Data Protection Policy and Procedures

The Hall is committed to a policy of protecting the rights and privacy of individuals in compliance with the Data Protection Act 1998 and General Data Protection Regulations (“the Legislation”). We need to collect and use certain types of data in order to carry on our work of managing the Hall and we are obliged to ensure that this personal information is collected and handled lawfully and securely.

It is not the policy of the Hall to process Sensitive Data for which explicit consent would be required under the Legislation.

The following definitions are used in relation to our compliance with the Legislation:

Data Controller - the Trustees acting collectively to decide what personal information the Hall will hold and how it will be held or used;

Data Subject is any individual whose personal information is being held or processed by the Hall, for example a donor or hirer.

Sensitive Data includes:

- (a) Racial or ethnic origin of the data subject
- (b) Political opinions
- (c) Religious beliefs or other beliefs of a similar nature
- (d) Trade union membership
- (e) Physical or mental health or condition
- (f) Sexual orientation
- (g) Criminal record
- (h) Proceedings for any offence committed or alleged to have been committed

Information Commissioner’s Office (or ICO) - the ICO is responsible for implementing and overseeing the Data Protection Act 1998.

Processing – means collecting, amending, handling, storing or disclosing personal information.

Personal Data – personal information about living individuals that enables them to be identified – e.g. names, addresses, telephone numbers and email addresses – the use of which could cause an individual damage or distress. (*Note: This does not mean that mentioning someone’s name in a document comprises Personal Data; however, combining various data elements such as a person’s name and salary or religious beliefs etc. would be classed as Personal Data.*) Personal Data does not include information about organisations, companies and agencies but applies to named persons, such as individual volunteers. Personal Data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs.

The charity will remain the Data Controller for the information held. The trustees, staff and volunteers are personally responsible for processing and using personal information in accordance with the Act. Trustees, staff and volunteers who have access to Personal Data will therefore be expected to read and comply with this policy.

To comply with the Legislation we shall seek to ensure that Personal Data is :

1. processed fairly and lawfully and, in particular, in accordance with any specific conditions,
2. obtained only for one or more of the purposes specified by the Hall and in accordance with in the Legislation, and shall not be processed in any manner incompatible with that purpose or those purposes,
3. adequate, relevant and not excessive in relation to those purpose(s).
4. accurate and, where necessary, kept up to date,
5. not be kept for longer than is necessary,
6. processed in accordance with the rights of data subjects under the Legislation,
7. kept secure by the Data Controller who shall take appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,
8. not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

We will let people know why we are collecting their data, which is for the purposes of managing the hall, its bookings, finances, running and marketing events at the hall, staff employment, volunteers and fundraising activities. It is our responsibility to ensure the data is only used for these purposes. Access to personal information will be limited to trustees, staff and volunteers.

Individuals have a right to make a Subject Access Request (SAR) to find out whether the charity holds their Personal Data, where, what it is used for and to have data corrected if it is wrong, to prevent use which is causing them damage or distress, or to stop marketing information being sent to them. Any SAR must be dealt with within 30 days. Steps must first be taken to confirm the identity of the individual before providing information, requiring both photo identification (e.g. passport) and confirmation of address (e.g. recent utility bill, bank or credit card statement).

As Data Controller, the trustees are accountable to the ICO for ensuring compliance with the Legislation and in doing so the trustees will determine what purposes Personal Data will be used for.

The Hall is not required to appoint a Data Protection Officer and the responsibility for ensuring that this Data Protection Policy is implemented rests with the Trustees as a body.

The following privacy notice and declaration of consent will be included on all Hall hire agreements.

Blockley Little Village Hall

The Elisha Smith Institute – Registered charity 1042374

Privacy notice (included on Hall hire agreements):

Blockley Little Village Hall may use personal data for the purposes of managing the hall, its bookings, finances, running and marketing events at the hall, staff employment, volunteers and fundraising activities. Data may be retained for up to seven years for accounts purposes and for longer if required by law, the hall's insurers or grant donors. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact Lynn Bedford, the Hall secretary (email: lynn.v.bedford@btinternet.com, telephone: 01386 700612).

Consent agreement (included on all Hall hire agreements):

I/We have read the Personal Data Protection Notice at the foot of this Booking Form and consent to use of my/our personal data as described in that notice.

Consent forms will be stored by the Custodian or Secretary in a securely held electronic or paper file.

January 2019