



Registered Charity No. 1029170
Jericho Community Centre, 33a Canal Street, Oxford OX2 6BQ
admin@jerichocentre.org.uk – www.jerichocentre.org.uk

Safeguarding policy for children and vulnerable adults

The JCA is committed to ensuring that children and vulnerable adults are safe when attending events or activities at the Jericho Community Centre. We will ensure that children and vulnerable adults are looked after.

Categories of activities and events to which this policy applies

The JCA is committed to the protection of all children and vulnerable adults who use the Community Centre, but this responsibility may also be shared with other individuals and groups, depending on the circumstances. If failures in children/vulnerable adult protection procedures on the part of Centre users come to the attention of the administrator, the JCA reserves the right to cancel a corresponding booking. These are some of the possible arrangements:

1. JCA-run family events and activities (parent/carer present)

At present the Centre does not run any such activities. Parents/carers remain fully responsible for the health and safety of their children/vulnerable charges. They must not leave children/vulnerable adults unattended.

2. JCA-run activities and events with children/vulnerable adults left in the care of the Centre

Such activities are relatively rare, and currently largely consist of those at the Street Fair, including the bouncy castle, children's entertainment, and sumo wrestling. The JCA will carry out appropriate risk assessments and address identified risks, and ensure that there is an appropriate emergency plan in place.

JCA will ensure that regular leaders of events have undergone relevant CRB checks and appropriate monitoring.

3. Activities or events run by groups that belong to a recognised charity or business organisation

This would apply to some regular classes. The JCA advises such groups, through the booking procedure, that their staff must have CRB checks as appropriate and should complete relevant Risk Assessments and Emergency Plans.

JCA cannot take direct responsibility for child/vulnerable adult safety with regard to events or activities run by recognised charities or business organisations. Parents/carers need to ensure for themselves that they are satisfied with their children's/vulnerable charge's safety. Any such group should have satisfactory Child or Vulnerable Adult Protection Policies (as relevant), and concerned parents/carers should ask the leaders of the group to supply copies, as well as the name of their local Child/Vulnerable Adult Protection Officer (or equivalent).

4. Regular activities or events run by individuals or private groups

This applies to some of the regular classes at the Centre. At the time the booking is made, JCA will inform the hirer that s/he must have a CRB certificate. Before the booking is confirmed the hirer will be required to produce the certificate and its contents will be noted in a confidential manner by the administrator. The hirer will also be informed that a risk assessment and emergency plan are required.

If the administrator has any queries, they will be referred to a member of the management committee for scrutiny.

5. One-off activities or events run by individuals or private groups

This category includes events such as children's birthday parties and occasional publicly advertised events. In these circumstances, the individual/group has hired space in the Jericho Community Centre, and it runs the event and retains responsibility for children/vulnerable adults. JCA can give no assurances regarding the nature of the individual/group or its members.

Parents/carers need to ensure for themselves that they are satisfied with their children's/vulnerable charge's safety. If a parent or carer is not comfortable leaving their charge, JCA would strongly recommend that he or she stays as a chaperone.

Contacts in case of concerns

- If anyone has concerns about the care of children or vulnerable adults at the Centre, s/he should contact the Centre Manager or any committee member immediately.
- JCA will display the phone number of Child-line (0800 1111) for the use of children or adults concerned about children.
- JCA will display the contact details of the administrator, for the use of children or adults concerned about children or vulnerable adults.
- JCA will display the names of Committee members to whom local people can turn if they have concerns.

Informing parents/carers about the limits of JCA's responsibility

- This policy to be available on JCA's website.
- The key messages from this policy to be posted on the notice board in the entrance lobby, with references to how parents/carers can obtain copies of the full policy.
- Key messages from this policy to be printed periodically in the *Jericho Echo* noticeboard section, explaining how to obtain the full policy.
- Group leaders will be asked to inform parents about the existence of this policy and to direct them to copies of it.

Policy review

This policy will be reviewed by the Committee six months after implementation in order to check that it is working, and every two years thereafter.

Agreed at the JCA Management Committee

10 November, 2008

Signed

Chair

Signed to acknowledge receipt by hirer

Name

Signature

Date