



BRANCEPETH COMMUNITY ASSOCIATION
Charity Commission Registration Number: 504318

Policies

Brancepeth Community Association (BCA) has adopted the following policies to provide a safe, healthy and conducive environment for all users of our village hall community building; to comply with all relevant law and Charity Commission guidelines:

- 1. Children & Vulnerable Adults**
- 2. Data Protection**
- 3. Equality & Diversity**
- 4. Health & Safety**

The overall and final responsibility for all BCA policies sits with the management committee, who are responsible for ensuring policies are upheld. All members, volunteers, affiliated user groups, ad-hoc hall hirers and other visitors are required to read and adhere to these policies. The policies are available on our website, on the notice board in the hall also from the bookings secretary.

1. Children & Vulnerable Adults

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 (or any person) will not be permitted or tolerated.

- No member of the management committee, helpers, volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment certification facilitated by the [Disclosure and Barring Service \(DBS\)](#). A minimum of two adults are to be in attendance when children's and vulnerable adults' activities are being held in the village hall.

- All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
- All persons using the village hall need to be aware of this policy. A copy of this policy will be provided to all who request it and is also available on the village hall internal notice board and BCA website.
- There will be a nominated and named representative to whom any suspicions or concerns should be reported. This person is **Rosemary Monument**, contacted via the website contact form or via the BCA secretary on **0191 378 0771**.
- The management committee will endeavour to keep the premises safe for use by children and vulnerable adults. The committee recognises 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 hall for the purposes of holding activities where Ofsted registration is required should show their registration and their own Child Protection Policy to the Bookings Secretary.
- The committee 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 committee 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. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

2. **Data Protection**

The BCA complies with the [new data protection law](#) that came into effect in May 2018. We hold minimal data from the following types of people:

- BCA members
- BCA sub-groups/users
- Visitors to the BCA website

Information which may be held by the BCA includes:

- Name
- Address
- Phone number & email address (where supplied)

We keep a private and secure register (name and contact information) of our members for the purposes of **annual subscriptions**. This record is held privately and securely by the membership secretary. In addition to this, - and as a separate record - **email addresses and telephone numbers of members** - where voluntarily supplied - are used by the social secretary to inform members about social events.

Under no circumstances do we sell, distribute, share or lease contact information to any third party unless required to do so by law. Membership details are retained for active BCA members only. We do not store information about non-members.

Website: Our website is hosted by a locally based web application organisation on a secure platform and the content is updated by a member of the management committee. To provide this facility the hosting company uses basic cookies which have been categorised as 'strictly necessary' using the ICC UK guide of cookie categorisation. The BCA does not make use of cookies or any other analytical tools for any purposes except for the website contact form, where if used, a user's email address is required so that contact can be made about their enquiry. This email is not stored by the BCA after the enquiry has been answered. Our website contains links to other relevant websites. Users should be aware that once they have used these links they leave our site and access websites over which we have no control. We are not responsible for the protection and privacy of any information provided whilst on these sites.

3. Equality & Diversity

The BCA aims to ensure that all members, volunteers and guests of the BCA may participate fully in the Association's activities free from prejudice, stereotyping, bullying or harassment; also that none shall receive less favourable treatment by the BCA on the grounds of age, disability, gender, pregnancy and maternity, transgender, race or ethnicity, religion, belief or sexual orientation. It is the BCA's policy to treat everyone fairly, with respect and dignity including making accessibility adjustments for disabled people.

4. Health & Safety

The BCA recognises and accepts its health and safety duties for providing a safe and healthy community building (hall) for use by its members, volunteers, contractors and the wider public, as far as is reasonably practicable, under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999 and all other relevant health and safety legislation.

The BCA undertakes an annual risk assessment to ensure all aspects of the hall, including its equipment and facilities, are safe, healthy and accessible. The BCA holds Public Liability Insurance and undertakes all reasonably practicable steps to safeguard the health, safety and welfare of all people on the premises. The BCA encourages persons on the premises to co-operate with all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory. The BCA provides information and instructions for use of hall equipment. The BCA undertakes the following:

- Annual PAT testing and fire checks are carried out by a qualified person.
- All hall users attending events and activities are made aware of the location of fire exits.
- Hall users are advised that all thoroughfares and exits must always be left clear - corridors and fire exits must not be blocked by furniture or equipment.

- A First Aid kit is provided and accessible in the kitchen facility.
- The BCA participates in the [Food Hygiene Rating Scheme run by Durham County Council](#) and our facilities were rated as a **Level 5**.
- At least two BCA committee members have undertaken a Level 2 Food Hygiene Certification and at least one member is present when food is prepared and served at BCA organised events.
- Users of our hall kitchen facility, when catering for their own private functions, must ensure any food handling, hygiene arrangements and serving of food and drinks meet health and safety standards.
- A Premises Licence (LAPREG/05/0031) is held but we do not hold a liquor licence. Any requirements to serve alcoholic drinks are to be discussed with the BCA secretary.

If any hall user has any health and safety concerns, they should contact the BCA secretary on 0191 3780771.

These policies are reviewed annually and updated as appropriate in the interim periods.

Date Last Reviewed: 25/05/2021
Signed <i>Peter Aitken</i> (Chair)