



Bagshot Playing Fields Association

Safeguarding Policy & Procedures

The BPFA Pavilion,
College Ride,
Bagshot,
Surrey. GU19 5ET

1. Purpose

This policy sets out the BPFA's approach to safeguarding children and vulnerable adults when the hall is hired or used by community groups, clubs, organisations or private individuals.

The charity does not run children's nor adults' activities itself. The responsibility for safeguarding lies entirely with the hirer or user of the premises.

2. Scope

This policy applies to all individuals hiring or using the premises for any activity where children or vulnerable adults may be present.

3. Our Responsibilities

The charity:

- provides the hall as a venue only;
- does not supervise activities;
- is not the organiser of activities taking place; and
- is not responsible for vetting, DBS checking, or supervising children or vulnerable adults.

The charity expects hirers to have appropriate safeguarding arrangements in place.

4. Responsibility of Hirers

All hirers must:

- ensure children and vulnerable adults are kept safe at all times;
- have adequate supervision arrangements;
- comply with UK safeguarding law and statutory requirements;
- ensure all adults running the activity are appropriately checked (where required);
- follow their own organisation's safeguarding policy; and
- complete and return the Safeguarding Compliance Form before the booking date

Failure to meet safeguarding requirements may result in refusal or termination of hire.

Furthermore, all organisations hiring the venue should complete and submit to the BPFA a copy of the 'Safeguarding Compliance Form' at the end of this document.

5. Reporting Concerns

Hirers must:

- act upon any safeguarding concerns;
- notify their own designated safeguarding lead;
- take immediate action to protect any child or vulnerable adult at risk; and

- notify the charity only where there is an incident affecting use of the premises or requiring formal follow-up.

6. Bullying & Harassment

The charity expects all activities within the hall to be delivered in an environment free from bullying, harassment, discrimination, and abusive behaviour. Hirers must take all reasonable steps to prevent and respond appropriately to such behaviour.

7. Insurance & Legal Compliance

Hirers are responsible for ensuring they hold adequate insurance, meet statutory safeguarding requirements and comply with relevant laws while using the premises.

8. Emergencies

Hirers must ensure they are aware of emergency contact procedures, exits and safety equipment at the hall. Emergency incidents should be reported to the appropriate emergency services and relevant safeguarding bodies where necessary.

9. Document Control

Approved by Committee :	13/01/2026
Version :	25.1
Next Review Date :	December 2026

Safeguarding Compliance Form *(Children and Vulnerable Adults)*

Organisation: _____

Event / Activity Name: _____

Name of Person Completing Form: _____

Role (e.g., organiser, volunteer, hirer): _____

Safeguarding Agreement

Please tick to confirm:

- ☐ I have read and understand the safeguarding policy for children and vulnerable adults.
- ☐ I understand my responsibility to ensure the safety and wellbeing of children and vulnerable adults using this hall/venue.
- ☐ I confirm that appropriate supervision will be provided at all times.
- ☐ I will immediately report any safeguarding concerns, incidents or disclosures to the designated safeguarding officer.
- ☐ Where relevant, all adults involved in running this activity have appropriate checks (e.g., DBS/Disclosure).
- ☐ I am aware of emergency procedures and know who to contact if an incident occurs.

Designated Safeguarding Lead / Responsible Person for this Activity

Name: _____

Contact number: _____

Emergency Contact Details

Lead contact during the event/activity:

Name: _____ **Phone:** _____

Any Additional Information

Signature

I confirm the above statements are true and accurate.

Signed: _____

Date: _____

BPFA

Received by: _____

Date: _____

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