

Safeguarding Policy - Pyrford Guides and Scouts Parents' Association

1. Policy Statement & Objective

This policy defines how the Pyrford Guides and Scouts Parents Association, who constitute the Management Committee, operates to safeguard children, young people, and adults at risk of abuse or neglect whilst at the Arbor Centre.

2. Scope of Responsibility

The Arbor's Management Committee recognise that there are stringent requirements to ensure that children and vulnerable individuals are not put at risk. However, the Management Committee role is limited to maintenance of the Arbor Centre and hiring out to regular and occasional hirers. Thus, the responsibility lies on the hirers to ensure safety of children and vulnerable users during their occupancy of the centre. The Arbor Centre letting terms will indicate that regular users are expected to have their own safeguarding policies. Occasional hirers will be required to ensure that responsible adults, aware of the issues relating to safeguarding vulnerable individuals, are in charge during the period of hire.

3. Core Safeguarding Principles

- **Zero Tolerance:** Abuse, neglect, or harm in any form is entirely unacceptable.
- **Universal Safety:** Every individual, regardless of age, gender, or background, has an equal right to protection.
- **Proactive Prevention:** Strict hire restrictions are enforced to mitigate risk.

4. Mandatory Safeguarding Controls for Private Hall Hire & Youth Groups

To satisfy local authority due diligence and protect the community, the following rules apply to all booking agreements:

- **Compulsory Booking Agreement:** Every hirer must sign a formal hire contract explicitly agreeing to uphold these safeguarding terms.
- **Youth Groups:** Any structured youth group, including Scouts and Guides, hiring the hall must have their own safeguarding policy in place.
- **Private Event Accountability:** For private family events (e.g., birthday parties), the individual signatory assumes full legal responsibility for guest supervision and safety.
- **Absolute Prohibition of Sub-letting:** Hirers are legally forbidden from transferring or sub-letting the hall booking to unvetted third parties.

5. Reporting Procedures & Surrey Framework Alignment

Any suspicion or allegation of harm must be documented and escalated immediately:

- **Internal Escalation:** Report directly to the Booking Secretary or any other officer of the PGSPA.
- **Surrey Children's Services:** For immediate child welfare concerns, contact the Surrey Children's Single Point of Access (C-SPA) directly at 0300 470 9100.

- **Emergency Services:** Dial 999 immediately if an individual is facing imminent danger.

6. Policy Review and Adoption

This policy is formally adopted by the committee and reviewed annually to maintain regulatory compliance.