

HALL ACCESS & SAFEGUARDING PROTOCOL

To be read alongside the Roman Park Hall Safeguarding Policy



Purpose

Berryfields Parish Council is committed to providing a safe environment for all users of Roman Park Hall Community Building, particularly where activities involve children, young people or adults at risk.

This protocol explains practical access arrangements for the Community Building, individual bookable halls, shared internal areas and external public areas. Safeguarding-controlled access is governed by the Council's Safeguarding Policy, which takes precedence where relevant.

General Principles

For this protocol, "the Community Building" means the entire Roman Park Hall building. It contains the main Roman Park Hall, the Village Hall and the Meeting Room.

A hirer normally has exclusive use only of the Hall or space identified in their booking. Reception areas, corridors, toilets and other communal facilities remain shared by authorised users unless exclusive use of the whole building has been expressly agreed.

The Parish Council Youth Club is an exception. During Youth Club sessions, the Youth Club has exclusive use of the entire Community Building in accordance with the Council's Safeguarding Policy.

External Areas and Facilities

- Outdoor benches, table tennis tables, play areas and other external public areas are not included in an individual Hall booking unless specifically agreed.
- Hirers must not prevent legitimate public access to external public areas.
- Where a hirer's activity uses an external area, the hirer remains responsible for safeguarding and supervision of participants.
- When outside space is used by the Youth Club, authorised Youth Club staff and volunteers manage the activity in accordance with the Safeguarding Policy.

Private Hires

- Access restrictions apply to the Hall or space actually booked, unless exclusive use of the whole Community Building has been agreed.
- The booked Hall is not open to the general public during the hire.
- Access is limited to the hirer, invited guests, authorised contractors, Hall staff carrying out their duties, and emergency services where required.
- Other persons should not enter the booked Hall without agreement from the hirer, Hall Manager or Parish Clerk.
- If only one Hall is booked, legitimate users of other areas and shared facilities may continue to use them, subject to any specific safety or safeguarding arrangements.

Parish Council Youth Club - Exclusive Use

During Youth Club sessions the entire Community Building, including reception, corridors and toilet facilities, is a safeguarding-controlled environment and is for the exclusive use of the Youth Club.

- The building is not open to general public access.
- Other bookings or activities must not take place inside the Community Building during the Youth Club session.
- Members of the public using the tennis courts will not be permitted to enter the building to use the toilets.
- Access is restricted to registered attendees, authorised volunteers and staff, authorised parents/carers or visitors, authorised contractors with a legitimate reason, and emergency services.
- Volunteers may politely challenge unknown or apparently unauthorised persons and establish their reason for entry.
- Volunteers must not place themselves or others at risk. Refusal to comply, aggression or immediate risk should be escalated in accordance with the Safeguarding Policy.

The Roman Park Hall Safeguarding Policy takes precedence during Youth Club sessions.

Councillors

- Councillors do not have unrestricted access to a privately hired Hall or safeguarding-controlled activity simply by virtue of being a councillor.
- Official visits should be arranged in advance with the Parish Clerk, Hall Manager or Safeguarding Lead wherever practicable.
- Councillors attending in an official capacity should identify themselves on arrival and comply with reasonable safeguarding and access-control instructions.
- During Youth Club sessions the whole Community Building is safeguarding-controlled and councillors may enter only where they have a legitimate and authorised reason.

Hall Staff

- Hall staff may access all parts of the Community Building where reasonably necessary to carry out their duties or address safety, security, maintenance or operational matters.
- Where safeguarding arrangements are in place, staff should minimise disruption and, where practicable, inform the organiser before entering.
- Nothing prevents immediate staff access where there is an emergency or immediate risk to people or property.

Volunteers

- Volunteers managing Council activities may implement access controls within the relevant booked or safeguarding-controlled area.
- During Youth Club sessions, this authority applies throughout the entire Community Building.
- Volunteers may politely challenge unknown or unauthorised persons but should not physically confront anyone or place themselves at risk.
- Concerns should be reported to the Hall Manager, Parish Clerk or Safeguarding Lead as appropriate.
- In extreme circumstances, the police should be called.

Emergencies

Nothing in this protocol prevents immediate access where reasonably necessary because of an immediate threat to life or safety, a medical emergency, fire, flood, gas leak, evacuation, other serious risk to people or property, or where emergency services require access.

Emergency access does not create a general right to enter a booked Hall or safeguarding-controlled building for routine purposes.

Signage

- Access restrictions should be communicated clearly and proportionately.
- For ordinary hires, signage should identify the Hall or area affected.
- During Youth Club sessions, signage should make clear that the entire Community Building is in exclusive Youth Club use and is not open to general public access.

Responsibilities

- The Parish Clerk, supported by the Hall Manager, is responsible for day-to-day implementation of this protocol.
- Booking information should clearly identify the Hall(s) and facilities included and whether exclusive use of the whole building has been agreed.
- Hirers are responsible for safeguarding and managing access within their own booked activity.
- No hirer may impose access restrictions elsewhere in the Community Building unless expressly authorised by the Parish Council.
- All councillors, staff, volunteers, hirers and activity organisers are expected to comply with this protocol and the Safeguarding Policy.

Document History

Version	Date Approved	Changes/Action	Approved By	Minute Ref
1.0	16/09/2026	New BPC policy	Full Council	26.9