

Safeguarding Framework

1. Introduction

The purpose of this Framework is to establish the governance arrangements through which Howard Hall Memorial Hall provides a safe, welcoming and inclusive environment for children, young people and adults at risk.

2. Organisational Arrangements

The Howard Hall Memorial Hall is owned by the Durobrivae Lodge Benevolent Fund, a registered charity. The Howard Hall Sports and Social Club Ltd is the Charity's trading subsidiary that operates the licensed bar. Day to day management of the Hall is delegated to the Howard Hall Management Committee.

3. The Underlying Principle

Safeguarding is a shared responsibility. The Trustees are committed to maintaining a safe environment and expect Trustees, the Howard Hall Sports and Social Club Ltd, resident Lodges, those who hire the Hall, volunteers and contractors, to cooperate with safeguarding arrangements and report concerns appropriately.

This Framework sets out the arrangements through which the Trustees discharge their responsibilities for safeguarding in relation to the Howard Hall Memorial Hall and the activities undertaken within it.

4. Governance Arrangements

The Trustees retain overall responsibility for safeguarding governance and appoint a Trustee to act as the Hall's Safeguarding Lead. The Howard Hall Management Committee implements this Framework and maintains suitable safeguarding arrangements. Hirers are responsible for safeguarding participants attending their own activities and are expected to maintain safeguarding arrangements appropriate to those activities.

The responsibilities set out below reflect the shared approach to safeguarding adopted by Howard Hall Memorial Hall, recognising that different organisations operating from the Hall have different safeguarding responsibilities.

5. The Trustees

The Trustees recognise their safeguarding responsibilities, particularly in relation to:

- a. maintaining a safe environment;
- b. the provision of appropriate first aid arrangements, including a defibrillator;
- c. responding appropriately to safeguarding concerns that arise on the premises; and
- d. ensuring its own staff, contractor and hirers understand their safeguarding responsibilities.

6. The Hall Management Committee

The Management Committee will:

- a. provide and maintain safe premises;
- b. arrange annual training in basic life support (including use of the Defibrillator) and awareness training in safeguarding for regular hirers of the Hall and person working within the Hall; and
- c. respond appropriately if safeguarding concerns are reported.

7. The Hirers responsibility

The Safeguarding of guests and those that participate within activities at the Hall, is the responsibility of the Hirer. Where activities involve children, young people or adults at risk, the Hirers, including Masonic Lodges are expected to:

- a. Have their own safeguarding policy appropriate to their activities;
- b. Ensure appropriate safeguarding procedures are followed, that concerns are investigated and appropriate action is taken;
- c. Carry out any necessary Disclosure and Barring Service (DBS) checks for their staff and volunteers where required by law;
- d. Provide appropriate supervision;
- e. Ensure suitable first aid arrangements are in place;
- f. Cooperate with statutory agencies where required; and
- g. inform the Hall Management if the concern relates to the premises or Hall staff.

8. Contractors engaged directly by the Hall

Independent housekeeping, bar services, caterers, entertainers and contractors operating within the Hall remain responsible for their own safeguarding arrangements where applicable. The Hall expects all contractors to:

- a. Behave professionally;
- b. Work safely; and
- c. Report any safeguarding concerns they become aware of while on the premises to the Hall Safeguarding Lead or Hall Secretary.

9. Reporting Concerns

Concerns should be reported as soon as possible to:

- a. the Trustee leading on Safeguarding (where the concern relates to the Hall, its staff or premises);
- b. the Hirer for the activity or event (where the concern relates to a hiring individual or organisation); or
- c. the Police or Local Authority where there is immediate risk or where criminal activity is suspected.

10. Confidentiality

Safeguarding information will be handled sensitively and shared only with those who need to know in order to protect individuals or comply with legal obligations.

11. Review

This framework will be reviewed every 5 years, or sooner if legislation or operational requirements change.

Document Control

Document	Safeguarding Framework
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Date Approved	25 August 2026
Approved by	Trustees
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