

Heron Hall & Playing Fields, Storth

Reporting and other Policies

(Reg Charity - Storth Playing Field - No. 503690)

This policy covers numerous areas that need reporting to the committee and through them the trustees. It also includes statements of policies not separately documented.

Your duties when using the hall:

The committee and trustees want and need to be informed about accidents, adverse events, harms or risks of potential harms.

Reporting can be by telephone to 07362 593076, email to report@heronhall.co.uk or on the forms provided in the kitchen or on the website www.heronhall.co.uk.

There is a detailed safeguarding policy. Reporting should be timely and appropriate as detailed in the policy to 07362 593076 or safeguarding@heronhall.co.uk Reporting forms are available in a folder in the kitchen or on the website. If a serious risk of criminal acts is suspected dial 999. All will be carefully considered and action taken as appropriate after taking professional advice as needed. Safeguarding events will be treated confidentially.

Accidents and injuries should be reported. Reporting forms are available in a folder in the kitchen or on the website. If a serious illness or injury dial 999. Seek trained medical advice as needed. All will be carefully considered and action taken as appropriate by the committee. Medical matters are treated confidentially.

Near misses should be reported. Anything that might have caused crime or injury or loss to the charity. Reporting forms are available in a folder in the kitchen or on the website. All will be carefully considered and action taken as appropriate by the committee.

Complaints can be made to any committee member or using the near miss procedures. All complaints will be carefully considered and action taken as appropriate by the committee.

Any other reports should be made using the near miss procedures. This includes but it not limited to bullying and harassment and any form of discrimination. Whistle blowing can be reported using this channel but you can report it to any committee member of your choice. It will be investigated and dealt with promptly and confidentially.

Andrew Skinner 16th February 2024
Secretary to and on behalf of the charity committee

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Short Policy Statements

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Miscellaneous Policy Statements

The charity is apolitical. It does not campaign nor promote external speakers on political matters. New hires of the hall are reviewed on their merits. The hall is used regularly as a polling station.

The charity maintains a website and social media presence as the committee sees fit and authorises from time to time. Social media will not be used for personal communications with children or vulnerable adults.

Andrew Skinner 16th February 2024
Secretary to and on behalf of the charity committee