



Cirk Hes Ltd

Registered Charity: 1106043
Company No: 04849987

Unit F8, Helston Business Park
Clodgey Lane
Helston
TR13 8FZ
info.cirkhes@gmail.com

Use of External Spaces and Partner Organisations (Big Top / Shared Spaces)

Cirk Hes recognises that some of its activities take place in shared or temporarily managed environments, including but not limited to event spaces such as the Big Top, where external organisations, community groups, and partners may also operate.

Where children, young people, or vulnerable adults are present, Cirk Hes is committed to maintaining high standards of safeguarding practice and ensuring that appropriate responsibilities are clearly understood and upheld by all parties. To this end too Cirk Hes will only procure Big Tops, and/ or seek to utilise off site space that are safe to use and in good condition at time of use/hire.

Responsibilities of External Organisations

Any organisation, group, or individual delivering activities within a space managed or facilitated by Cirk Hes is required to:

- Have an **up-to-date safeguarding policy** appropriate to their organisation and activities
- Ensure a **named safeguarding lead** is present or contactable during their session
- Take full responsibility for the **supervision, safety, and wellbeing** of their participants
- Maintain appropriate **staffing ratios** and supervision at all times
- Ensure all staff and volunteers are **suitably trained and aware of safeguarding procedures**
- Follow safe practice in relation to **physical contact, behaviour management, and inclusion**
- When necessary re the type of use, to have provided Cirk Hes Ltd with Insurance details, Risk Assessments, Policy and Procedure, and details of enhanced DBS, and safeguarding training.

Cirk Hes Safeguarding Measures

To support safe and consistent practice across shared environments, Cirk Hes will:

- Provide a **Safeguarding Checklist** to be completed and signed by all external organisations prior to or during their use of the space
 - Require a **named responsible person** for each session, with clear accountability
 - Provide clear **site expectations**, including safety, conduct, and safeguarding standards
 - Ensure our staff, volunteers, anyone present in the space, and the public are covered during our activities with ELI /PLI and if appropriate to the activities enhanced DBS, Safeguarding and First Aid training.
 - Maintain oversight of the space where appropriate, while recognising the **primary safeguarding responsibility lies with the delivering organisation during their session**
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Handover and Shared Responsibility

Where multiple groups use a shared space:

- A **formal handover process** will be used to transfer responsibility between groups
- The incoming organisation assumes responsibility for safeguarding and supervision for the duration of their session
- All groups are expected to ensure the space is **safe, appropriate, and ready for use. Please refer to our Risk Assessment Use of Big Top, and to our Big Top Handover Checklist**

Concerns and Reporting

All organisations using Cirk Hes-managed spaces are expected to:

- Record and respond appropriately to any **safeguarding concerns or incidents**
- Follow their own safeguarding procedures, including escalation where necessary
- Inform Cirk Hes of any **serious incidents or concerns** that occur within the space

Cirk Hes reserves the right to take appropriate action where safeguarding concerns arise, including **restricting access to the space** or involving relevant external agencies where required.

Public Behaviour and Safety

Cirk Hes acknowledges that activities may take place in public or semi-public environments.

While reasonable steps are taken to promote a safe environment, Cirk Hes cannot be held responsible for:

- The actions or behaviour of members of the public
- Loss or damage to personal or public property
- Incidents arising from **inappropriate, reckless, or antisocial behaviour**

Cirk Hes will take reasonable steps to manage risk and may seek support from **relevant authorities, including the police**, where necessary to prevent harm.

Policy created 23/03/26 by Naomi Lewis Charity Manager – Cirk Hes Ltd and Reviewed 15 July 2026

Signature:

Authorised by Mr David Ellis
Trustee Signature: