



Parish of St. John's, Hurst Green

Safeguarding provision for the hire of church premises to include St. Agatha's (Aggies), York Rooms and /or St.John's Rooms

The Parochial Church Council (PCC) of St. John's Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it, unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- If your organisation has a safeguarding policy, please provide a copy of it or if you do not have one, please comply with the current parish policy which is attached
- Where relevant, you will safely recruit all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely
- You will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults and update it annually
- No person under the age of 18 will be left in charge of any children or young people of any age
- No child or group of children or young people should be left unattended at any time

- A register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details or parent/guardian/carer etc, date of birth and next of kin
- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - a. The occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation and contact details for the person in your organisation who is dealing with it. In the event of an incident, the Parish Safeguarding Officer will seek advice from the Diocesan Safeguarding Team on whether a Serious Incident Report needs to be made to the Charity Commission
 - b. Any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in cooperation with statutory agencies, and with the church

The Parish Safeguarding Officers for St. John's are: Sue Fox: foxsue580@gmail.com and Cathy Hyde: chydelaw@gmail.com

DECLARATION:

I understand by booking and paying the deposit that I am agreeing to abide by the safeguarding policy, a copy of which is attached. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed (adult):

Designation:

Organisation:

Date:

Please sign two copies; one to be retained by the premises and one by the organisation.