

Hiring out Church Premises and Safeguarding

For use by the Parochial Church Council (hereafter referred to as 'The PCC') of the Parish of St Peter & St Paul, Great Missenden, with Ballinger and Little Hampden.

This document applies to the Church building and the Oldham Hall and applies to both private bookings and those open to the public.

Please sign 2 copies, returning one copy to the Church and retaining one for your organisation.

The PCC of St Peter & St Paul with Ballinger and Little Hampden has a **Safeguarding Policy - Promoting a Safer Church** (see under Policies on Church website <https://www.missendenchurch.org.uk>) for safeguarding children, young people and vulnerable adults. A copy is attached. Your booking agreement is conditional upon you complying with this Policy 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:

- you will comply with the **Church of England Code of Safer Working Practice** (see under Policies on Church website <https://www.missendenchurch.org.uk>) unless you already have equivalent good practice guidance for work with children & young people or vulnerable adults;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current **Safeguarding Policy - Promoting a Safer Church** (see under Policies on Church website <https://www.missendenchurch.org.uk>);
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service (DBS) 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;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years 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 of parent/guardian/ carer etc., date of birth and next of kin;
 - you will immediately (within 24 hours) inform the Parish Safeguarding Officer for the PCC of St Peter & St Paul, Great Missenden, with Ballinger and Little Hampden 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
- (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for the PCC of St Peter & St Paul, Great Missenden, with Ballinger and Little Hampden is **Alan Mustoe, andrewalan7@icloud.com, 07725 909 733**

Declaration:

I agree to abide by the Church of England's Code of Safer Working Practice and either agree to abide by the PCC's Safeguarding Policy - Promoting a Safer Church or provide a copy my/our own safeguarding policy

I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed

Name & Position

Organisation

Date

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