Hire of Church Premises - Booking Agreement Safeguarding Provision.

The Parochial Church Council of St Barnabas Parish Church has a Policy for Safeguarding Children, Young People and Adults at Risk. 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 adults at risk are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; that you have access to First Aid provision and carry full liability insurance for this.

In particular this means that:

- You will comply with the attached good practice guide with children and young people or adults at risk unless you already have an equivalent;
- 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 parish policy;
- You will provide the church with a copy of your insurance which will attached to this hire agreement;
- You will, where relevant to the activity, provide a copy of your qualifications.
- You will recruit safely all current paid and voluntary workers who work with children and/or adults at risk, 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, young people and adults at risk, 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 adults at risk 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 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, young people or adults at risk 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 St Barnabas Church is:

Name: Caroline Vost

E-mail: safeguarding@stbarnabas.org.uk Tel. No: 07542 706642

Declaration: I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed ……Designation…….

Organisation……Date ……..

Please sign two copies, one to be retained by the church, and one by the organisation

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First Floor, Peninsular House, Wharf Road, Portsmouth PO2 8HB • 023 9289 9650 • portsmouth.anglican.org • @CofEPortsmouth

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