**Hiring of Church Premises**

Supplementary Agreement for Groups Working with Children, Young People or Vulnerable Adults

**APPLICATION FOR USE OF CHURCH PREMISES SUPPLEMENTARY AGREEMENT FOR GROUPS WORKING WITH CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS**

The Parochial Church Council has a Policy for Safeguarding Children, Young People and Vulnerable Adults. Your booking agreement is conditional upon you complying with it even if 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 Safeguarding Policy or the House of Bishops Safeguarding Guidance which can be found at: INSERT LINK TO CHURCH WEBSITE FOR LOCAL POLICY OR [Policy and practice guidance | The Church of England](https://www.churchofengland.org/safeguarding/policy-and-practice-guidance)
* 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 or the House of Bishops Safeguarding Guidance [Policy and practice guidance | The Church of England](https://www.churchofengland.org/safeguarding/policy-and-practice-guidance);
* 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 in accordance with your own organisation’s guidance.;
* will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adult, and update it annually;
* will always have at least two responsible persons over the age of 18 years (who may be leaders or chaperones) 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 will be left unattended at any time;
* will ensure a register of children, young people or 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;
* will immediately (within 24 hours) inform the Parish Safeguarding Officer (PSO) of: 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.
* Manage any known offenders against children or vulnerable adults seeking to join the Hirer’s membership and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.
* The Parish Safeguarding Officer is…….and can be contacted on: ……..
* supply to the parish the name and contact details of their Safeguarding Lead
* If the hirer’s activities/service is required to be registered with Ofsted they will provide evidence of the registration.

You understand that your booking agreement will be terminated in the event of your failing to comply with these procedures.

Signed:

Role:

Organisation/Name:

Date:

**SAFEGUARDING POLICY: PROMOTING A SAFER CHURCH**

In accordance with the Church of England Safeguarding Policy our church is committed to:

* Promoting a safer environment and culture.
* Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
* Responding promptly to every safeguarding concern or allegation.
* Caring pastorally for victims/survivors of abuse and other affected persons.
* Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
* Responding to those that may pose a present risk to others.

The Parish will:

* + Create a safe and caring place for all.
  + Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
  + Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
  + Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
  + Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
  + Listen to and take seriously all those who disclose abuse.
  + Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately. The DSA contact details can be found at: [Diocese of Rochester | Safeguarding (anglican.org)](https://www.rochester.anglican.org/resources/safeguarding/)
  + Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
  + Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
  + Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
  + Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

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