

Widcombe Benefice

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Additional Form for Hire of Church Premises for Activities Involving Children or Vulnerable Adults

The Parochial Church Council of Widcombe Benefice has adopted the Diocese of Bath and Wells Policy and Procedures for Safeguarding Children and Vulnerable Adults and Code of Safer Working Practice for Church Workers with Children and Young People. Copies can be seen in the church office or at -

http://www.bathandwells.org.uk/wp-content/uploads/2014/11/bw_safeguarding_policy_2011.pdf

You are required to ensure that children 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, or have arranged insurance through the PCC.

In particular you must ensure that:

- You comply with the Safeguarding Policy and Code.
- You provide the church with a copy of your organisation's Safeguarding Policy and Procedures if you have such.
- You recruit safely all paid and voluntary workers who have regular and direct contact with children and vulnerable adults, by obtaining from them and storing confidentially and indefinitely, a signed Confidential Declaration, and obtaining satisfactory enhanced disclosures from the Disclosure and Barring Service.
- You 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 always have at least two leaders in any group of children and young people, no matter how small the group, and ensure no person under the age of 18 years will be left in charge of children of any age (unless it is their own child).
- You ensure no child or group of children or young people under 16 will be left unattended on church premises at any time.
- You ensure that, where appropriate, a register of children or vulnerable adults attending a regular activity will be kept. This will include details of their name, address, date of birth and next of kin.
- You complete written details within 24 hours of any accident or incident occurring during their occupation of the premises which did, or could give rise to, injury or a safeguarding concern.
- You inform the Minister or Parish Safeguarding Officer in writing within 24 hours of a) any allegations of abuse or causes of concern relating to members or leaders of your organisation who are involved with the activity, and b) any known offenders seeking to join your membership; and agree you will manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

Declaration

We agree to abide by the PCC's Safeguarding Policy, Procedures and Code of Practice. We understand that this booking agreement is conditional on us keeping to these procedures and that the agreement can be terminated if we fail to comply with them. We will show evidence of our compliance to the Parish Safeguarding Officer or Incumbent, if requested.

Name..... Signed Designation.....

Organisation (Hiring Body) Date