Parish of St Mary's Summerstown

Safeguarding provision to attach to any hire of church premises agreement

Approved by the PCC on 28th September 2021. To be reviewed annually
Latest review: *24th February 2026*

The Parochial Church Council (PCC) of St Mary's Church, Summerstown 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:

- you will provide the church with a copy of your organisation's Safeguarding Policy/Policies, or if you do not have one you will adopt the current parish policy
- 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 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 in any group of children and young people, no matter how small the group
- 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 co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for St Mary's Church is:

Name:
Caroline Fletcher or Crystal Baigent

E-mail: caroline@summerstown.org.uk / crystal@summerstown.org.uk

Telephone number: **020 8946 9853**

cont...

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 (adult): **Designation:**

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Organisation: **Date:**

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