

**Diocese of Southwark – A Safe Church**

**Form for regular hirers of church premises**

The Parochial Church Council of ..... Parish Church has a Policy and Procedures for Safeguarding Children and Adults who may be vulnerable; a sample copy is attached. Your booking agreement is conditional upon you complying with it.

You are required to ensure that children and adults who may be vulnerable 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 Guidelines for Activities with children and young people/adults who may be vulnerable as attached
- you will provide the church with a copy of your organisation’s Safeguarding children/ Safeguarding Adults who may be vulnerable policy, and review and update it annually
- you will recruit safely all current paid and voluntary workers who have regular and direct contact with children and adults who may be vulnerable, by obtaining from them and storing confidentially and indefinitely, a signed Confidential Declaration, and obtaining satisfactory enhanced disclosures from the Criminal Records Bureau
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/adults who may be vulnerable, and update it annually
- you will always have at least two leaders 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 children of any age
- no child or group of children or young people should be left unattended at any time
- a register of children or adults who may be vulnerable attending the activity will be kept. This will include details of their name, address, date of birth and next of kin
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of
  - a) any allegations of abuse or causes of concern relating to members or leaders of your church, and
  - b) any known offenders 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 ..... Church is:**

**Name:**

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**E-mail: .....Tel. No:**

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**Declaration**

I have received and agree to abide by the Safeguarding Children and Adults who may be vulnerable Policy and Procedures of ..... Parish Church, and I will show evidence of this to ..... if required. 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 2 copies, one to be retained by the church, and one by the organisation***