



# Parish of .....

## Safeguarding provision to attach to any hire of church premises agreement where premises are being used for a Winter Night Shelter

The Parochial Church Council (PCC) of ..... Church 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 Night Shelter guests, staff and volunteers are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring.

In particular this means that:

- you will operate within 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 staff who work with Night Shelter guests, by obtaining satisfactory disclosures from the Disclosure and Barring Service (DBS) where eligible, and keeping records of dates and disclosure numbers. Where the church has responsibility for the recruitment of Night Shelter volunteers, safer recruitment practice will be followed in line with Church of England procedures
- you will keep a list of the names of all paid staff with regular and direct contact with Night Shelter guests
- a register of guests attending the Night Shelter will be kept securely. This will include details of their name and, if available, contact details and their next of kin
- you will immediately (within 24 hours) inform the Parish Volunteer Co-ordinator, Parish Safeguarding Officer (PSO) and Incumbent of the occurrence of any incidents or allegations of abuse or causes of concern relating to a church Night Shelter volunteer. These matters require onward referral to the Diocesan Safeguarding Adviser. In the event of an incident, the PSO will seek advice from the Diocesan Safeguarding Team on whether a Serious Incident Report needs to be made to the Charity Commission
- any safeguarding concern, incidents or allegation of abuse relating to a guest should be reported to the Night Shelter lead. The Night Shelter staff will be responsible for following up and making any onward referral to statutory agencies
- you will confirm with the church that the correct insurance arrangements are in place for the duration of the Winter Night Shelter.

The Night Shelter Co-ordinator for ..... Church is:

Name:

.....

E-mail:

.....

Telephone number:

.....



The Parish Volunteer Co-ordinator for ..... Church is:

**Name:**

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**E-mail:**

**Telephone number:**

.....

The Parish Safeguarding Officer for ..... Church is:

**Name:**

.....

**E-mail:**

**Telephone number:**

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The Incumbent for ..... Church is:

**Name:**

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**E-mail:**

**Telephone number:**

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**Declaration:**

I agree to the Winter Night Shelter abiding 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:**

.....

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