

Safeguarding Declaration

The Parochial Church Council of Holy Trinity Church, Bengoe, has Policies for Safeguarding Children, Young People and Vulnerable Adults. Copies are attached.

Your booking agreement is conditional upon you complying with them 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 comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you 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;
- 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 years 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 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 of 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
 - (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 Holy Trinity Church is:

Name: Anne Sentance

E-mail: anne41298@gmail.com

Tel. No: 07973 920625

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 Designation

Organisation Date

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

Bengeo Parish Church Hall – Terms and Conditions of Hire

1. Hirers of the hall will be **Financially Responsible** for any damage to the hall or its contents during the period of hire. The bookings secretary should be made aware as soon as possible, if any problems are noted at the beginning, during or at the end of the hire.
2. 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
3. Hirers are required to switch on the **emergency lighting** as they enter the building. Switches are located on the wall of the porch as you enter and just beyond the door to the right of the stage, on the right hand wall. **Please switch off** when leaving the building.
4. **Smoking or Vaping is not allowed** anywhere on the premises.
5. **Alcohol** can be served but **not sold** on the premises.
6. Hirers must ensure that all **exits, emergency exits and fire appliances** are free from obstruction. The hirer is responsible for calling the Fire Brigade on **999** in the event of a fire. The capacity of the hall is 80 persons; there are 80 chairs.
7. **All rubbish must be removed** from the premises including that from the kitchen swing bin. Bin liners are available to use under the sink in the kitchen. Rubbish should then be taken away as there are no rubbish collections from the hall.
8. **Hirers are at their own risk** when in the hall. The Parochial Church Council are not liable for any injuries sustained while using the hall.
9. If preparing, serving or selling food, please **observe all relevant food health and hygiene legislation and regulations**.
10. Hirers must ensure that **any electrical appliances** brought to the premises and used there are safe and in good working order and used in a safe manner.
11. **Heating controls** must **not** be adjusted.
12. Hirers must ensure the **hall, kitchen (including kitchen utensils) and toilet areas are left clean and tidy** and that where young children are involved, **no dirty nappies etc** should be left or put down the toilets (plumbing bills may be charged to the hirer).
13. Tables and chairs must be cleaned and stacked away after use.
14. **Please turn out all the lights** and ensure **all doors are locked** on leaving the hall.
15. All user groups are requested **to be considerate of neighbouring residents** particularly when leaving the building in the evening and the weekends.
16. All user groups must act in accordance with the **latest laws on equal opportunities**; these promote the well-being and benefit of all within the local community, without distinction of culture, sex, race, ability, religious or other opinions, with the object of improving the quality of life for all concerned.
17. A person over **21 years of age** must be in attendance at all times during the hire.
18. Payment of hire will be due prior to the event taking place or when picking up the keys. Preferred methods of payment are either cash or cheques (cheques made payable to Bengeo Parish Church Hall). BACS is also available on request but amount owed needs to be settled **3 (three)** working days prior to the event to ensure funds have cleared. Regular hirers are given one month to pay invoice after invoice has been issued. Failure to do so in this time period could result in immediate termination of contract.
19. Any cancellation made at short notice (**7 days** for a single event or **48 hours** for a regular event) will incur a **loss of hire fee** which will be **50%** of what the total hire should have been.
20. The hall is hired out at the discretion of the Church Warden, who reserves the right to cancel any booking without liability (including those at short notice) and refund the hire charge if paid.

Policy for Safeguarding Children 2024

Parish of Bengoe (Holy Trinity with Christ Church and St. Leonard) in the Church of England Diocese of St Albans

This Policy was agreed at the Parochial Church Council Meeting held on 21 April 2024

- We are committed to implementing a safeguarding children policy following the policies and guidance issued by the House of Bishops, Promoting a Safer Church (2017), paying due regard to Section 5 Safeguarding and Clergy Discipline Measure 2016.
- We will review and endorse the safeguarding policies annually so that all members are aware of their responsibilities.
- The highest standards will be maintained in all the Church's contacts with children and young people and adult volunteers will be given appropriate support and opportunities for training.
- We will respond without delay to every complaint made that a child or young person for whom we are responsible may have been harmed.
- This Parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.
- We will seek to offer informed pastoral care to any child or young person who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended against a child.
- The PCC acknowledges its responsibility for all work with children and young people done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with the Church of England Practice Guidance.

Policy for Safeguarding Adults when they are Vulnerable 2024

Parish of Bengoe (Holy Trinity with Christ Church and St. Leonard) in the Church of England Diocese of St Albans.

This Policy was agreed at the Parochial Church Council Annual Meeting held on 21st April 2024

- We recognise that everyone has different levels of vulnerability and that all adults should be offered respect and given inclusion and empowerment within the Church.
- We are committed to implementing a safeguarding policy for adults when they are vulnerable accepting the Church of England Policy on Safeguarding Vulnerable Adults (Promoting a Safe Church 2006) and be responsive to local parish requirements.
- In particular we will follow the policies and guidance issued by the House of Bishops, promoting a Safer Church (2017) paying due regard to Section 5 Safeguarding and Clergy Discipline Measure 2016.
- We will review and endorse all safeguarding policies annually so that all members are aware of their responsibilities.
- We will carefully select those working with vulnerable groups and these workers will be given appropriate support and opportunities for training.
- We will respond without delay to every complaint made that a vulnerable adult for whom we are responsible may have been harmed.
- This Parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.
- We will seek to offer informed pastoral care to any adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended in a manner which could affect adults who are vulnerable.
- The PCC acknowledges its responsibility for all work with vulnerable people done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with the Church of England Practice Guidance.

We have appointed as our Parish Safeguarding Officer **Mrs Anne Sentance**
Mobile: 07973 920625 email: anne41298@googlemail.com

21st April 2024