

Form for regular hirers of church premises



The Parochial Church Council of St Matthew's Parish Church, Surbiton, has Policies and Procedures for Safeguarding Children and Adults who may be vulnerable, sample copies of which are attached. Your premises Hiring 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 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 work in regulated activity with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service, 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/adults who may be vulnerable, 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 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) 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 this Church is:

Name: Greg Simmonds

E-mail: greg@tfmlp.co.uk **Tel. No:** 07841 033120

Declaration

I have received and agree to abide by the Safeguarding Children and Adults who may be vulnerable Policies and Procedures of St Matthew's Parish Church, and I will show evidence of this to the Parish Administrator/Incumbent/ Parish Safeguarding Officer, 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.

Parish of St Matthew's Surbiton - Policy for Safeguarding Children



We are committed to promoting and supporting environments which:

- are youth-friendly and child-friendly and nurture their positive development
- enable children and young people to be active contributors to the church community
- protect children and young people from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- the welfare of the child or young person is paramount
- all children (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of children can occur in all communities and is most likely to occur within families and by people known to the child
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will endeavour to safeguard children and young people by:

In all our activities -

- valuing, listening to and respecting children and young people
- fostering and encouraging best practice by setting standards for working with children and young people, in co-operation with statutory bodies, voluntary agencies and other faith communities

In our recruitment of paid staff and volunteers, following Diocesan procedures in -

- ensuring careful selection and recruitment of ordained and lay ministers as appropriate, voluntary workers, and paid workers with children and young people, in line with safer recruitment principles and checks
- providing supervision, support and training

In our publicity -

- sharing information about good safeguarding practice with children, parents, and all those working with them

When concerns are raised, following Diocesan procedures in -

- responding without delay to every concern raised that a child or young person may have been harmed, or be at risk from harm; or about the behaviour of an adult or child
- working with the diocese and appropriate statutory bodies during an investigation into child abuse, including when allegations are made against a member of the church community
- challenging any abuse of power, especially by anyone in a position of trust

In our care -

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse

- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our supervision, following Diocesan procedures in -

- ensuring, in partnership with the diocese and other agencies, that care and supervision is provided for any member of our church community known to have offended against a child or young person, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.

Parish of St Matthew's Surbiton
Policy for Safeguarding Adults who may be vulnerable



We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse
- encourage adults who may be vulnerable to lead as independent a life as possible, to choose how to lead their life, and to be active contributors to the church community
- protect adults who may be vulnerable from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- everyone has different levels of vulnerability, and that each of us may be regarded as vulnerable at some time in our lives
- all adults who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of adults who may be vulnerable can occur in all communities and is most likely to occur within families and by people known to them
- working in partnership with adults who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

We will endeavour to safeguard adults who may be vulnerable by:

In all our activities -

- valuing, listening to and respecting adults who may be vulnerable
- fostering and encouraging best practice by setting standards for working with adults who may be vulnerable, and boundaries for acceptable behaviour, in co-operation with statutory bodies, voluntary agencies and other faith communities

In our recruitment of paid staff and volunteers, following Diocesan procedures in -

- ensuring careful selection and recruitment of ordained and lay ministers as appropriate, voluntary workers, and paid workers with adults who may be vulnerable, in line with safer recruitment principles and checks
- providing supervision, support and training

In our publicity -

- sharing information about good safeguarding practice with adults who may be vulnerable, their carers, and all those working with them

When concerns are raised, following Diocesan procedures in -

- responding without delay to every concern raised that a adult who may be vulnerable may have been harmed, or be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child
- working with the diocese and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community
- challenging any abuse of power, especially by anyone in a position of trust

In our care -

- ensuring that informed and appropriate pastoral care is offered to any vulnerable adult who has suffered abuse, including support to make a complaint if so desired
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our supervision, following Diocesan procedures in -

- ensuring, in partnership with the diocese and other agencies, that care and supervision is provided for any member of our church community known to have offended against a vulnerable adult, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.