

Safeguarding Provision for the Hire of Christ Church, Willaston Community

Hub

*NB: This document must be signed **upon arrival at the start of your booking**. Blank copies will be made available.*

The Parochial Church Council (PCC) of Christ Church Willaston has a Community Hub Safeguarding Policy for protecting children and vulnerable adults. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own, which must be approved by us.

You are also required to ensure that children (under 18 years) and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness or loss and that you carry full liability insurance for this.

In particular this means that:

- you will provide the community hub with a copy of your safeguarding policy (***this can be downloaded at the time of booking***) or if you do not have one, abide by the Community Hub Safeguarding Policy (*found on the Community Hub Home page in the Documents section*)
- 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 (DBS) 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 church will print this declaration for their records. We suggest you print and retain your own copy. Paper copies will be made available upon your arrival for you to sign.

- In an emergency always call 999

The Parish Safeguarding Officer for Christ Church Willaston is:

Name: Anne Hughes

E-mail: aswillaston@outlook.com

Declaration:

I agree to follow the appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

I will follow my own safeguarding policy and will upload it into the Community Hub booking page. ☐

OR

I will follow the Community Hub Safeguarding Policy ☐

(please indicate which of the above safeguarding arrangements you agree to follow)

Signed

Print name

Role within the organisation /event

Organisation/event name

Date

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