

## Form for Regular Hirers of Church Premises

The Parochial Church Council of All Souls Parish Church has a Policy and Procedures for Safeguarding Children and Adults who may be vulnerable (a 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 attached Guidelines for Activities with children and young people/adults who may be vulnerable
- 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 Criminal Records Bureau, 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 All Souls Parish Church is:

Name: Jean Lewis

E-mail: [allsoulsharlesden@gmail.com](mailto:allsoulsharlesden@gmail.com) Tel. No: 02089652162

### Declaration

I have received and agree to abide by the Safeguarding Children and Adults who may be vulnerable Policy and Procedures of All Souls Parish Church, and I will show evidence of this to Revd Dr Adam Dobrzynski (the Vicar) 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 Parish, and one by the organisation.

## **SAFEGUARDING POLICY PROMOTING A SAFER CHURCH**

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints:

Jean Lewis as the Parish Safeguarding Officer.

Ingrid Bruno-Snelling as Children & Vulnerable Adults' Champion.

Michelle Roberts as Parish DBS Evidence Checker and Safeguarding Recruiter.

Incumbent: Revd Dr Adam Dobrzynski *Revd Dr Adam Dobrzynski*

Churchwardens: Lewis Evans and Ron Bruno-Snelling

This procedure was approved by the Parochial Church Council (PCC) on 11<sup>th</sup> September 2024 and is to be reviewed annually.