



Parish of St Mary & John the Divine, Balham

Safeguarding Provision and Declaration to attach to any Hire of Church Premises Agreement (March 7th 2023)

The Parochial Church Council (PCC) of the Church of St Mary & St John the Divine, Balham, 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 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 provide the church with a copy of your organisation's Safeguarding Policy/Policies, or if you do not have one you will adopt the current parish policy as published.
- 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.
- All those hiring church premises must carry full public liability insurance for this, or are covered through the church insurance (for example hire for a children's party).
- you will always have at least two leaders over the age of 18 in any group of children and young people, no matter how small the group.
- no person under the age of 18 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 or 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 Officers for the Church of St Mary & St John the Divine, Balham, are:

Ms Julia de Cruz safeguarding@stmarybalham.org.uk 020 8675 3278 (church office)

TBC

Please email this form to lettings@stmarybalham.org.uk

AND retain a copy for your record



Parish of St Mary & John the Divine, Balham

Declaration of Safeguarding Compliance for Hirers of the Church Premises (2023)

Declaration:

I have received and agree to abide by the Safeguarding for Children and Adults Policy and Procedures of the Church of St Mary and St John the Divine, Balham, OR have provide the church with a copy of our organisation's Safeguarding Policy/Policies.

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

Signed (adult): name of person in charge of Hiring the Church. Designation:

Organisation:

Date:

If you do not have a Safeguarding policy you will need to adopt the current parish policy as published and will show evidence of this to the Parish Safeguarding officer via email to lettings@stmarybalham.org.uk

Please retain a copy of this document for your records.

Agreed with the Parish Church Council (PCC) March 2023

To be reviewed annually.

