



Hire of church premises agreement (Safeguarding provision)

01

Building details

Name of Chaplaincy
Church name

02

Safeguarding Officer details

Name
Email address
Telephone number

Information

Your booking agreement is conditional upon compliance with the above-named church's Safeguarding Policy for safeguarding children, young People and adults who may be vulnerable, attached.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent occurrences of injury, illness, loss or damage.

Where available, you must carry full liability insurance for this.

02

Hire Agreement (Safeguarding Provision)

- You will comply with and adopt the attached Safeguarding Policy;
- You will safely recruit all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory criminal record checks from all countries that the individual has resided in since the age of 16, keeping records of dates and criminal record check certificate numbers for 100 years;
- 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 the list 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 adults who may be vulnerable attending the activity will be stored 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 Chaplaincy Safeguarding Officer of:
 - 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.
 - any known offenders against children or adults who may be vulnerable seeking to join your membership; and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

03

Declaration

Please sign two copies of this agreement; one to be retained by the church and one by the organisation.

- I agree to abide by all relevant Safeguarding procedures.
- I understand that my booking may be terminated in the event of failure to comply with these procedures.

Organisation

Signature

Print name

Date (DD/MM/YYYY)

04

Where to send this form?

Please return your completed form directly to:

Email: europe.safeguarding@churchofengland.org

Post: The Safeguarding Administrator,
Diocese in Europe, 14 Tufton Street,
London, SW1P 3QZ, United Kingdom

For any queries, please email the
Diocesan Safeguarding Team at
europe.safeguarding@churchofengland.org