

St John the Evangelist Carrington and Mapperley Park's Parish Church

The Parochial Church Council of St John the Evangelist Parish Church, Carrington 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, **which should be provided**.

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 take all reasonable steps to ensure that no person is at risk of harm in the course of the group's activities (including by conducting your activities in accordance with best safeguarding practice);
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will hold an appropriate and current insurance policy providing public liability cover in respect of any claims arising out of the group's activities in relation to children and vulnerable adults taking part in its activities;
- 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 provide the church with copies of DBS certificates for current leaders of your organisation;
- 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.

Any failure on your part to comply with the above points would constitute a breach of the agreement and may, depending upon the severity of the failure, result in the agreement being terminated.

The Parish Safeguarding Officer for St John the Evangelist Parish Church is:

Name:

E-mail:Tel. No:

Declaration

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

OR

I confirm that the activities taking place during my hire of the premises do not ever involve regulated activity with children, young people or vulnerable adults **(as defined in the 2006 Vulnerable Groups Act)**

PLEASE DELETE WHICHEVER DOES NOT APPLY

Signed :

Designation:

Organisation:

Date:

This agreement, and provision of the insurance documents, are subject to annual review.

Please sign two copies, one to be retained by the church, and one by the organisation, and return to the Parish Assistant with a copy of your current insurance documentation.