

Safeguarding requirements for the Hall Hire

PCC of Bishop's Hatfield, St Michael and All Angels (*registered charity 1212167*)

The Parochial Church Council 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 comply with the attached safer working practice with children, young people and vulnerable adults (Annex 1) unless you already have an equivalent;
- 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 (Annex 2);
- 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;
- 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.

Parish Safeguarding Officer

Nikki Banham - safeguarding@stmichael-hatfield.org

Annex 1

Code of Safer Working Practice with Children, Young People and Vulnerable Adults

This code of behaviour should provide the base line for anyone working with children, young people and vulnerable adults. As with all safeguarding guidance it is for the protection of both leaders and helpers as well as children, young people and vulnerable adults. Actions can often be misread by observers.

Clergy, paid employees and volunteers should:

- Treat all children, young people and vulnerable adults with the respect and dignity befitting their age.
- Watch their own language, tone of voice and body language.
- Learn to control and discipline children, young people and vulnerable adults without physical punishment. This is illegal for children's workers.
- Ensure that another adult is informed if a worker needs to take a child to the toilet.
- Toilet breaks should be organised for young children.
- If known in advance, seek a parent's permission if a child, young person or vulnerable adult is to be seen on his or her own; another adult must be nearby and the child, young person or vulnerable adult must know this.
- Ensure that each group includes a female helper.
- Ensure that children and young people know that they can speak to an independent person (the Safeguarding Representative or Children's Advocate) in the parish, or contact Childline if they need to talk to someone. Display that name and contact details and the Childline telephone number (0800 1111) in a prominent place where children can see them.

Clergy, paid employees and volunteers should not:

- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about or to a child, young person or vulnerable adult, even in fun.
- Touch a child, young person or vulnerable adult inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, young person or vulnerable adult.
- Show favouritism to any one child, young person, vulnerable adult or group.
- Allow a child, young person or vulnerable adult to involve the worker in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children, young people or vulnerable adults on their own. If this is unavoidable, ask the child, young person or vulnerable adult to sit in the back of the vehicle.
- Share sleeping accommodation with children, young people or vulnerable adults.
- Invite a young person or vulnerable adult to the worker's home alone.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children, young people or vulnerable adults. Visitors should always be accompanied by a known person.
- Allow strangers to give children, young people and vulnerable adults lifts.

Annex 2 Safeguarding Policy

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: Nikki Banham as the Parish Safeguarding Officer

Incumbent: **Rev Kathryn Alford**

Churchwardens: **Kim Banham and Alexander Jablonski**