

Eastcott Community Organisation

To be completed when the hall is hired for public events and activities involving children, young people or vulnerable adults.

Hirer:

Date and Time of Event:

Main Hall / Activity Hall (please delete as appropriate)

Regular Booking: Yes / No

Expected no of attendees:

Are there circumstances where adults have contact with children, young people or vulnerable adults where their parent, guardian or carer is not present (tick appropriate box).

NO	YES
☐	☐

If you have answered no, please ensure you have

1. completed a risk assessment for your event
2. Supplied us with a copy of your safeguarding/child protection policy

If have answered yes, please ensure you have

1. completed a risk assessment for your event
2. Supplied us with a copy of your safeguarding/child protection policy
3. Shown us your original enhanced Disclosure and Barring Service (DBS) check for those running the activity

It is your responsibility to ensure that you are compliant with current safeguarding legislation.

I confirm that I am/my activity is compliant with safeguarding legislation.

I confirm that I will advise Eastcott Community Organisation if there are changes to whether children, young people or vulnerable adults are staying with or without parents/ guardians or if any of these details change.

Signed on behalf of the hirer

Print name Signed

Date

Signed on behalf of Eastcott Community Organisation

Print name Signed

Date