

## Hire of Dorcan Church Premises - Safeguarding Requirements

The Ecumenical Church Council of Dorcan Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is available on our website <http://www.dorcanchurch.org.uk>.

**As a Hirer at the Centre, you are required to ensure the protection of children, young people and vulnerable adults at all times. This should be achieved by taking all reasonable steps to prevent injury, illness, loss or damage occurring.**

**In particular, this means:**

- you will comply with relevant good practice guidelines with regards to working with children and young people or vulnerable adults.
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies.
- you will recruit safely all paid and voluntary workers who work with children, young people and 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, young people and vulnerable adults, and update it annually.
- you will always have at least two leaders over the age of 18 years with any group of children or 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 individual or group of children or young people should be left unattended at any time.
- a register of children, young people and vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carers 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 Officer for Dorcan Church is:**

**Name:** Jenny Poole

**E-mail:** [jennypoole@virginmedia.com](mailto:jennypoole@virginmedia.com)

**Tel. No:** 01793 977260

**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.**

Signed ..... Designation .....

Organisation ..... Date.....

Please sign two copies, one to be retained by the church, and one by the organisation

Electronic return of this form will be accepted