#### Hirers…

… of church premises for activities with children, young people and ‘at risk’[[1]](#footnote-1) adults

## The PCC’s responsibilities

* Any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese.
* The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
* Ensure all those hiring church premises carry full public liability insurance for this or be covered through the church insurance (for example hire for a children’s party).

*Key roles & responsibilities of church officers and bodies practice guidance (2017)[[2]](#footnote-2)*

When the hire is for activities for children, young people or ‘at risk’ adults

the PCC must:

##### include one of the safeguarding statements below in their hirer’s agreement

##### act promptly on any safeguarding concerns about the hirer – either refer to statutory agencies or seek the advice of the Diocesan Safeguarding Officer, as appropriate

When the activity is also a regular booking

## the PCC must also:

##### ask to see a copy of the hirer’s insurance certificate

##### ask to see a copy of the hirer’s safeguarding policy

##### check the hirer’s safeguarding policy agrees with the minimum standards required by the House of Bishop’s safeguarding policy and practice guidance – see example policy below

## Hirer’s safeguarding statements:

### Organisations – regular hirers

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 provide the church with a copy of your organisation’s Safeguarding Policy/ies;
* 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, including contact details and next of kin, attending the activity will be kept securely.
* you will assess and manage the risk posed by any offenders against children or vulnerable adults seeking to join your membership in conjunction with statutory agencies
* you will immediately (within 24 -48 hours) inform the Parish Safeguarding Co-ordinator 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 vulnerable adults attending your activity who are, or are intending to, also attend any activities run by the church.

Our Parish Safeguarding Co-ordinator is:

Name:

E-mail: Tel. No:

### Declaration

We agree to abide by appropriate safeguarding procedures. We understand that our booking agreement may be terminated in the event of my failing to comply with these procedures. We understand that the parish accepts no responsibility for our failure to comply with the above requirements

Signed Designation

Organisation Date

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

Private Individuals

*(e.g. children’s birthday party, Christening celebration etc)*

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(in block capitals) agree to take full responsibility for the welfare of the children, young people and/or vulnerable adults who attend the event on the above date and will take all reasonable steps to prevent harm to children, young people and/or vulnerable adults and prevent injury, illness, loss or damage occurring.

Signed Date

### Guidance for Church members

To enable the hirer to comply with their safeguarding responsibility not to allow unknown adults access to children, young people and ‘at risk’ adults, ***all*** church members should be made aware that they ***must not*** (except in the case of an emergency) enter the space the hirer is using whilst the activity is taking place without prior agreement. The hirer is not aware of which church members are ‘trusted’ adults that have been safely recruited and may not have sufficient ‘staff’ to supervise both visitors and the children, young people and/or ‘at risk’ adults simultaneously.

## Hirer’s safeguarding policy

If the hirer does not currently have a safeguarding policy, there is lots of help and advice on the NSPCC website for voluntary and community groups. For those working with ‘at risk’ adults SCIE’s website has lots of advice.

The following example policy statements and code of safe practice can be used by the hirer to assist them to write their own policy, or by the church to check a hirer’s safeguarding policy if they have provided you with a copy:

## Example safeguarding policy statements

This policy statement on safeguarding children and adults was adopted by

(*insert name of organisation*) on (*insert date*).

 (*insert name of organisation*) recognises the need to safeguard the children, young people and adults in our care and guard against the possibility of any form of abuse of children, young people and adults by persons who may be acting in the name of our organisation. We aim to create a safe environment for the nurture and development of children, young people and adults, in order for them to feel valued and confident to ask for support and help. We will create policies and procedures that uphold the importance of our responsibility to protect and safeguard the welfare of children, young people and adults entrusted to our care. A Designated Safeguarding Lead will be appointed to ensure the implementation of this policy.

* We commit to providing a safe physical environment for work with children, young people and adults
* We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
* We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being whilst attending our activities.
* We commit ourselves to promoting safe practice by those in positions of trust.
* We commit to promoting the inclusion and empowerment of people who may be vulnerable.
* We commit to informing all of our employees, volunteers and those that use our services about our safeguarding policy and procedures and recognise that it is the responsibility of each of us to prevent and report abuse that we discover or suspect
* We will ensure the children, young people and adults in our care know who they can talk to if they have any concerns
* We recognise our responsibility to always respond to and report abuse in whatever context, inside or outside of our activities and will always listen to and take seriously any child, young person or adult who reports that they have been abused
* We will always report allegations of abuse and concerns about a child, young person or an adult who is experiencing or at risk of abuse and neglect in accordance with our procedures
* We will always report all allegations of abuse against any of our employees and volunteers to the appropriate statutory agency and co-operate with any investigation. Where we are aware that this involves someone who is also a member of The Church, we will also inform the Parish Safeguarding Co-ordinator of (*insert name of church* *where premises are hired*)
* We will keep all records in relation to safeguarding concerns, allegations and the recruitment of volunteers and paid workers securely
* We commit to the safer recruitment of all new and current employees and volunteers who have contact with children, young people and adults experiencing or at risk of abuse and neglect and will keep an annually updated list of the names of all our paid and voluntary workers
* We will assess all new and current employees and volunteer’s roles and, in every case where the role is deemed to be eligible, apply for an appropriate level criminal record check every five years and keep records of dates and disclosure numbers indefinitely
* We commit to providing every employee and volunteer with clear instructions and information in respect of their role, adequate resources and support and regular opportunities for review
* We will ensure that all employees and volunteers working with children, young people and adults experiencing or at risk of abuse and neglect or are in a trusted role attend safeguarding training every three years
* We will assess and manage the risk posed by any offenders against children and vulnerable adults seeking to join our membership in conjunction with statutory agencies
* This policy will be reviewed each year to monitor the progress which has been achieved
* We will review our safeguarding policy annually to ensure that it meets all current legislation and government guidance.
* Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this organisation. These will include ensuring that:
* at least two leaders over the age of 18 are present in any group of children and young people, no matter how small the group
* no person under the age of 18 is ever left in charge of any children and young people of any age
* no child or group of children or young people will 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 their parent/guardian/carer etc, date of birth and next of kin
* the occurrence of any incidents or allegations of abuse or causes of concern relating to members, leaders of or attendees at our activities will be reported to our designated safeguarding lead and, as appropriate, statutory agencies within 24 hours

We appoint to represent the concerns and views and views of vulnerable people at our meetings and to outside bodies **as the Designated Safeguarding Lead**.

Signed on behalf of (*insert name of organisation*)

Date

*The organisation should provide details of how the above policy statements will be implemented at their activities and ensure the code of safe practice below is adhered to*

## Example code of safe practice

All those working on behalf of the organisation with children, young people and adults must:

* Treat all individuals with respect and dignity.
* Ensure that their own language, tone of voice and body language are respectful.
* Ensure that children, young people and adults know who they can talk to about a personal concern.
* Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or Designated Safeguarding Lead. Sign and date the record.
* Obtain written consent for any photographs/videos to be taken, shown, displayed or
* Administer any First Aid with others around.

In addition, for children and young people must:

* Always aim to work with or within sight of another adult.
* Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.
* Respond warmly to a child who needs comforting but make sure there are other adults around.
* Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

All those working on behalf of the organisation with children, young people and adults must not:

* Invade an individual’s privacy whilst washing and toileting.
* Use any form of physical punishment.
* Be sexually suggestive about or to an individual.
* Scapegoat, ridicule or reject an individual or group.
* Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
* Show favouritism to any one individual or group.
* Allow an individual to involve you in excessive attention seeking.
* Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person.
* Allow strangers to give children, young people and adults who may be vulnerable in the group, lifts. Befriend children, young people and adults who may be vulnerable on social media.
* Take photographs on personal phones or cameras as this means that images are stored on personal devices.

In addition, for children and young people, must not:

* Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity).
* Smoke or drink alcohol in the presence of children and young people.
* Arrange social occasions with children and young people (other than events which also include adult family members/carers) outside organised group occasions.

## Help for hirers

### Government Guidance

# After-school clubs, community activities and tuition: safeguarding guidance for providers

https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice

### NSPCC

Wide range of advice and guidance for voluntary organisations working with children and young people

<https://learning.nspcc.org.uk/safeguarding-child-protection/voluntary-community-groups/>

# A Summary of After-school clubs, community activities and tuition: safeguarding guidance for providers

<https://learning.nspcc.org.uk/media/3408/after-school-clubs-safeguarding-guidance-for-providers-caspar-briefing.pdf>

### SCIE

*(Social Care Institute for Excellence)*

Advice and guidance for working with vulnerable adults

<https://www.scie.org.uk/>

### Thirty-one:eight

Faith based safeguarding advice and guidance and DBS processing

<https://thirtyoneeight.org/>

### Local Authorities

Birmingham: Out of School Settings Team

oossteam@birmingham.gov.uk <https://www.birmingham.gov.uk/info/20014/schools_and_learning/1981/out_of_school_setting_ooss/8>

Sandwell: Family Information Service Hub

[https://fis.sandwell.gov.uk](https://fis.sandwell.gov.uk/) family\_information@sandwell.gov.uk

Solihull: Local Safeguarding Children Partnership

lscp@Solihull.gov.uk 0121 788 4325

Staffordshire: Staffordshire Safeguarding Children Board

Sscb.admin@Staffordshire.gov.uk 01785 277151

Warwickshire: Warwickshire Safeguarding Children Board

wscb@Warwickshire.gov.uk

Worcestershire: Worcestershire Safeguarding Children Partnership

<https://www.safeguardingworcestershire.org.uk/voluntary-community-faith-sector-information/>

1. An ‘at risk’ adult is a person aged 18 years or over who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. [↑](#footnote-ref-1)
2. Document is available at <https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance> [↑](#footnote-ref-2)