 **Booking Form for** Hire of Church Premises

The Parochial Church Council of ……………………..…………………Parish Church has a Safeguarding Policy and Code of Safer Working Practice for Church Workers with children and young people, copies attached. You are required to ensure that children 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 you must ensure that:

* You comply with the attached policy and code
* You provide the church with a copy of your organisations Safeguarding Policy and procedures if you have one
* You recruit safely all current paid and voluntary workers who have regular and direct contact with children and adults who may be vulnerable, by obtaining from them and storing confidentially and indefinitely, a signed Confidential Declaration, and obtaining a satisfactory Criminal Records Check
* You keep a list of the names of all paid and voluntary workers with regular and direct contact with children/adults who may be vulnerable, and update it annually
* You always have at least two leaders in any group of children and young people, no matter how small the group

You ensure no person under the age of 18 years will be left in charge of children of any age

* You ensure no child or group of children or young people should be left unattended at any time
* You ensure a register of children or adults who may be vulnerable attending the activity will be kept. This will include details of their name, address, date of birth and next of kin
* You complete details as soon as possible of any accident or incident occurring during their occupation of the premises which did or could give rise to injury
* You immediately (within 24 hours) inform the Parish Safeguarding Officer of a) any allegations of abuse or causes of concern relating to members or leaders of your organisation, and b) any known offenders seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

**Declaration**

We have received and agree to abide by the parish safeguarding policy, procedures and code of practice. We understand that this booking agreement is conditional on us keeping to these procedures and that the agreement can be terminated if we fail to comply with them. We will show evidence of our compliance to the Parish Safeguarding Officer or Incumbent, if requested.

**Name…………..…………… Signed ………………………………… Designation……………………**

**Organisation ………………………………………………………. (Hiring Body) Date ………………**