

Sign two copies, return one copy (together with your Safeguarding Policy, if applicable)

**Mounts Bay United Benefice
Regular Users / Organisations Hall Rental Agreement**

Like you, we care for our children and vulnerable adults and we know that you'll hold to high standards as well. This form details the standards expected, and your signed agreement is needed.

Your booking is conditional on your agreement with our Safeguarding Policy detailed here:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf> (or if you're booking on behalf of an organisation, that you enclose your equivalent policy).

The booking may be terminated if either policy is not upheld.

In particular this means that:

- 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.
- All paid and volunteer workers who work with children, young people and/or vulnerable adults have been recruited safely by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and that you keep records of dates and disclosure numbers indefinitely.
- You keep an up-to-date list of the names of all paid and voluntary workers with regular and direct contact with children, young people and/or vulnerable adults.
- You will always have at least two leaders over the age of 18 years in any group including children and/or young people, no matter how small the group.
- No one under the age of 18 yrs will be left in charge of children and/or young people of any age.
- No group or child/children or young person/people will be left unattended at any time.
- Regular Users will securely keep a register of children and/or young people attending the planned activity. This will include their names, carer's contact details, date of birth and next of kin.
- You will, within 24 hours inform the Parish Safeguarding Officer of:
 - The occurrence of any allegations of abuse or causes of concern relating to members or leaders of your organisation, and the contact details of the person in your organisation who is dealing with it,
 - Any known offenders against children, young people or vulnerable adults seeking to join your membership, and how such allegations or agreements with offenders are being managed in cooperation with statutory agencies.

EITHER

I confirm that I have read and agree to comply with the Safeguarding Policy at the link above.

NAME SIGNATURE

OR

I enclose a copy of my organisation's Safeguarding Policy. I understand that if you feel it is inadequate in any way, I will be asked to comply with your policy overleaf for the booking to proceed.

ORGANISATION POSITION HELD

NAME SIGNATURE



Parish Safeguarding Officer:Ed Oates.....

Telephone:07977 448113.....