

CHURCH SAFEGUARDING POLICY
Stamford Methodist Church in Lincolnshire

This policy was agreed at a Church Council held on 12th November 2024

Signed: _____ (Chair of Church Council)

Statement of Safeguarding Principles

It is the Methodist Church's intention to value every human being as part of God's creation and the whole people of God. At the heart of the Methodist community is a deep sense of the place of welcome, hospitality and openness, which demonstrates the nature of God's grace and love for all.

Our church communities are called to be places where the transformational love of God is embodied and life in all its fullness is a gift, which is offered to all people.

Principles

Safeguarding is about the action the Church takes to promote a safer culture. This means we will:

- **promote** the welfare of children, young people and adults
- work to **prevent** abuse from occurring
- seek to **protect** and respond well to those that have been abused.

We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- safeguarding and protecting all children, young people and adults when they are vulnerable
- establishing safe, caring communities, which provide a loving environment where there is informed vigilance as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the church, in line with safer recruitment principles, including the use of criminal records checks through the Disclosure and Barring Service (DBS).

We will respond without delay to every safeguarding concern, which suggests that a child, young person or adult may have been harmed, working in partnership with the police and social services in any investigation.

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

Working with the Church Safeguarding Officer, we will support risk assessment of those who present a safeguarding risk within a church environment. We will ensure appropriate pastoral care is offered and measures are taken to address identified risks including referral to statutory agencies, suspension and the use of safeguarding contracts.

In all these principles, we will follow legislation, guidance and recognised good practice.

Purpose

The purpose of the church safeguarding policy is to check that procedures are in place and provide clarity about the roles and responsibilities of those trusted with promoting the church as a safe space for all its users.

The Methodist Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Stamford Methodist Church is committed to the safeguarding and protection of all children, young people and adults and affirms that the needs of vulnerable individuals at risk are paramount.

Stamford Methodist Church recognises that it has a particular care for all who are vulnerable whether as a result of disabilities or reduction in capacities or by their situation. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and our wish to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to support the church in being a safe supportive and caring community for children, young people, vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.

Stamford Methodist Church recognises the serious issue of the abuse of children, young people and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual, discriminatory, domestic or institutional abuse or neglect, abuse using social media, child sexual exploitation or human trafficking (slavery). It acknowledges the effects these may have on people and their development, including spiritual and religious development. It accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them. It takes seriously the promotion of welfare so that each of us can reach our full potential in God's grace.

Stamford Methodist Church commits itself to:

1. **RESPOND** without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed or may suffer harm, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.
2. **IMPLEMENT** the Methodist Church Safeguarding Policy, government legislation and guidance and safe practice in the circuit and in the churches.
3. **PROVIDE** support, advice and training for lay and ordained people to ensure that people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children, young people and adults who may be vulnerable.
4. **AFFIRM** and give thanks for those who work with children, young people and vulnerable adults and also acknowledge the shared responsibility of all of us for safeguarding children, young people *and* vulnerable adults who are on our premises.

Church Council

Legal responsibility for safeguarding rests with the members of the Church Council. The safeguarding officer should be a member of the Church Council or have the right to attend at least annually to report on implementation of the safeguarding policy. Where an individual covers the role in more than one location, they must be able to cover the activities identified in the relevant role outline and be facilitated to attend meetings to report on safeguarding in each location.¹

Stamford Methodist Church appoints Charlotte Davis as Church Safeguarding Officer and supports them in their role, which is to:

- provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding.
- ensure that a suitable, signed church safeguarding policy is available at all times in the church, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually.
- record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist safeguarding policy.
- promote appropriate routes for reporting of concerns
- identify and inform those who are required to attend safeguarding training and maintain records of

¹ *It is not appropriate for the minister in pastoral charge to hold the Church Safeguarding Officer role because of the potential conflict with their own responsibilities.*

attendance. Work with the Circuit Safeguarding Officer and District Safeguarding Officer to arrange training.

- attend training and meetings relating to the role
- work in partnership with others including stewards and user groups to promote good safeguarding practice on church premises. This may include gaining written confirmation that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.
- check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.
- inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.
- advise the Circuit Safeguarding Officer and/or District Safeguarding Officer of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them about audit of safeguarding activities.

Good practice

We believe that good practice means:

- i) All people are treated with respect and dignity.
- ii) Those who act on behalf of the church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written record will be made and kept noting date, time and place of visit.
- iii) The church premises will be assessed by the Property Steward and/or their representatives and the Church Safeguarding Officer at least annually for safety for children, young people and vulnerable adults, and a written risk assessment report will be given annually to the Church Council. This will include fire safety procedures. The Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable.
- iv) Any church-organised transport of children, young people or vulnerable adults will be checked to ensure that the vehicle is suitable and insured and that the driver and escort (where required) are appropriate. A record should be kept in the church file for each driver/car.
- v) Activity risk assessments will be undertaken before any activity takes place to minimise the risk of harm to those involved. Approval will be obtained by the event leader from the minister. A written record of the risk assessment will be sent in advance to the Church Safeguarding Officer (or Circuit Safeguarding Officer if off-site) and kept securely.
- vi) Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential. The Church Council will actively consider the extent to which it is succeeding in this area.

These things are to safeguard those working with children, young people and those adults who may be vulnerable:

Appointment and training of workers in the church

Workers will be appointed after a satisfactory criminal records check (DBS) and following the safer recruitment procedures of the Methodist Church. Each worker will have an identified supervisor who will meet at regular intervals with the worker. A record of these meetings will be agreed and signed and the record kept. Each worker will be expected to undergo safeguarding training, within the first 6 months of appointment. The other training needs of each worker will be considered (such as food hygiene, first aid and lifting and handling).

Meetings

Safeguarding should also feature on every meeting agenda of the following groups:

- Property Committee
- Stewards
- Pastoral Visitors

plus any other event/group planning committees.

Pastoral visitors

Pastoral visitors will be supported in their role with the provision of safeguarding training upon appointment. If they are undertaking tasks for which a criminal records check would be required, this will be undertaken

prior to appointment.

Guidelines for working with children, young people and vulnerable adults

A leaflet outlining good practice and systems should be given to everyone who works with children, young people and vulnerable adults. This can be found in appendix i.

Ecumenical events

Where ecumenical events happen on church premises, safeguarding is the responsibility of this Church Council.

Events with church groups off the premises

Adequate staffing, a risk assessment and notification of the event will be given to the Church Safeguarding Officer prior to the agreement for any event or off-site activity. Notification of the event will be given to the Church Council Secretary: Lynne Booker. If the activity is unusual or considered to be high risk, the Church Safeguarding Officer will contact the Circuit Safeguarding Officer in order that it can be ratified or any queries answered.

Other groups on church premises

Where the building is hired for outside use, the Church Safeguarding Officer should be informed. The Church Lettings Officer will keep the records and take advice as appropriate from the Church or Circuit Safeguarding Officer. The Lettings Officer will ensure that all groups hiring the premises complete the appropriate paperwork (see appendix iiiv) including key holder form D

(<https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/>).

Disclosure and barring service checks

Our church follows the rules and guidance set out in the Safer Recruitment Policy, Procedures and Guidance (2024) which can be found online:

https://media.methodist.org.uk/media/documents/safer_recruitment_policy_final_draft-jan_2024.pdf

For example, the following are expected to undergo a DBS check:

- The Safeguarding Officer
- All paid staff
- All Local Preachers, Worship Leaders and Superintendents
- All those leading groups or events, whether one off or regular
- All those who have contact with children and/or vulnerable adults in their role where parents/carers are not present.
- The Head/Lead Steward

Any children or vulnerable adults volunteering in a role must be mentored/supported by someone with DBS clearance.

Lone Working

For volunteers and staff members who are on the church premises, it is advised they are not alone in the building as this puts them at risk. Where this is unavoidable, volunteers/staff members should make their group/event leader/manager aware of the situation and have access to a phone at all times. Where possible, they should lock the entrance door/s and make use of any signing in/out facilities available. For volunteers who are off premises and undertaking their role, such as Pastoral Visitors, it is advised that their group/event leader aware of the situation and have access to a phone at all times. Keep notes of any home visits should any questions arise in the future.

Safeguarding Poster

An information poster on how to report concerns to the Church Safeguarding Officer and Minister will be displayed in the church. This information will also be placed on the church webpage. See appendix iii for the church poster.

Complaints procedure

There is a formal complaints procedure within the Methodist Church, which allows concerns to be raised about actions or behaviour by a member or officer of the Church. In addition, employed staff will be subject to relevant contractual procedures. All complaints will be responded to with care, diligence and impartiality.

A complaint should be addressed to the Superintendent Minister, the Revd. Andrew Hollins. If a complaint is made to another person, it should be referred to the Superintendent. Meetings will be arranged with the person making the complaint and, usually, the person against whom the complaint has been made, in an attempt to resolve it. If the complaint is against the Superintendent, it should be sent to the District Chair (contact details here: <https://www.northamptonmethodistdistrict.org.uk/about/whos-who.html>)

Safeguarding Officers must be informed of any complaint or issue relating to the potential abuse of children, young people or adults who may be vulnerable. They will support prompt action to respond to the circumstances of any safeguarding concern, whether or not any party involved wishes to make a formal complaint through the Methodist Church.

Review

This policy will be reviewed annually by the Church Council.

Next review date: November 2025

Definition of Key Terms

- i) A child is anyone who has not yet reached their eighteenth birthday.
- ii) Vulnerable adults: any adult aged 18 or over who, owing to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves.
- iii) Safeguarding: protecting children, young people or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- iv) Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity, which is undertaken to protect children, young people and/or adults who are suffering or are at risk of suffering significant harm, including neglect.
- v) Abuse and neglect may occur in a family, a community or an institution. It may be perpetrated by a person or persons known to the child, young person or vulnerable adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.
- vi) Worker: anyone working with children or vulnerable adults in the name of Stamford Methodist Church, whether in a paid or voluntary capacity.

Appendices

Document	Page/s
i. Safeguarding Leaflet	7-8
ii. Risk Assessment Template	9-13
iii. Safeguarding Poster	14
iv. Lettings Form/Letter	15

Safer Premises, Procedures and People

It is the role of the church's Property Committee to ensure our church premises are as safe as possible, and group/event leaders to ensure the people and procedures keep volunteers and attendees safe too (with the support of the Safeguarding Officer). However everyone should be part of that responsibility, so when volunteering consider:

- ◆ Has the leader undertaken a Risk Assessment that you need to be aware of?
- ◆ Do you know the procedures in case of a fire or emergency?
- ◆ Is the building and/or room secure as possible?
- ◆ Is there anything unsafe about the building or equipment that you can solve now, or that needs reporting as soon as possible to the Property Committee?
- ◆ Do you know who is in the building/room at all times?
- ◆ Does your leader have the contact details for all those children, young people or vulnerable adults that are in your care, and knows their medical needs? Does your leader know about your medical needs (if applicable)?
- ◆ If you are visiting somewhere away from church such as someone's home, do you know how to keep yourself and others safe in that place?

We advise that you do not work alone at any time when on the premises for your own safety. Ensure you know who is in the building with you and have a phone with you where possible.

Be curious

Something you see ... *does it look right?*

Something you hear ... *does it sound right?*

Something that troubles you ... *does it feel right?*

Recognise



Respond



Record



Refer

Reporting Safeguarding Concerns

Church Safeguarding Officer:

‡ Charlotte Davis ☎ 0797 606 4410
✉ SMCSafeguarding@gmail.com

Church Minister:

‡ Rev. Andrew Hollins ☎ 07566 246347
✉ Stamfordmethodistsuper@gmail.com

Lincolnshire Children's Social Care: 01522 782 111

Lincolnshire Adults Social Care: 01522 782 155

When there is immediate risk of harm, call 999.

If you make a referral to social services or the emergency services, please inform our Church Safeguarding Officer or Minister as soon as possible.

You can find more information by reading our Safeguarding Policy, which can be found online here: <https://www.stamfordmethodistchurch.org.uk/volunteer-roles>

Safeguarding Information Leaflet



Stamford
Methodist Church

Version: July 2024

Safeguarding Agreement

We require all volunteers who may have contact with children, young people or vulnerable adults to either:

- ♦ read and sign the following agreement annually, or
- ♦ attend regular safeguarding training.

Name:
Group(s), Role(s) and/or Event(s): <i>e.g. Pastoral Visitor / Holiday Club / The Well</i>
Address:
Telephone:

Please tick all that apply:

<input type="checkbox"/>	I have read and understood the 'Safeguarding Information Leaflet'.
<input type="checkbox"/>	I understand that safeguarding is everyone's responsibility.
<input type="checkbox"/>	I know who to report any safeguarding concerns to, and how, and how soon
<input type="checkbox"/>	I give permission for the church's safeguarding officer to retain this form and its data securely in accordance with safeguarding policy and GDPR policy.

Signed:
Date:

Please complete this and return to your group/event leader, or directly to our Safeguarding Officer, Charlotte Davis.

Safeguarding Information

Safeguarding is about the action the Church takes to promote a safer culture. Here at Stamford Methodist Church, we believe that safeguarding is **everyone's** responsibility, to:

- ♦ protect children, young people & vulnerable adults;
- ♦ prevent risks and dangers through good practice;
- ♦ promote well-being and demonstrate God's love.

Churches are unique places as we welcome all from the general public to enter, which can make us vulnerable to those who may abuse our trust, and also because of the varied (and not always known) vulnerabilities of those who enter our building.

We want to ensure that both you and those who you work alongside are as safe as possible, which is why we ask all volunteers to read and sign this *Safeguarding Information Leaflet*, or to attend regular safeguarding training.

Safer Practice: Protecting Yourself & Others

When you support children, young people or vulnerable adults, consider how to keep both *you* and *them* safe. Times of risk include:

- ♦ Being alone with a child, young person or vulnerable adult;
- ♦ Administering first aid;
- ♦ Giving or receiving affection e.g. hugs;
- ♦ Providing intimate personal care e.g. toileting;
- ♦ When you are unclear about procedures/policy;
- ♦ When there is a poor safeguarding culture.

We advise that you avoid being alone with a child or vulnerable adult to avoid putting you or them at risk. That includes home visits and giving people a lift.

Disclosures/Signs of Abuse

Our volunteers are the eyes and ears of the church; it is you who may spot signs of abuse which, if reported, could mean that child or adult is supported to be safer. You may have knowledge about a person that, together with what we and/or other services know, makes up a bigger picture. Even the smallest worry could be significant in exposing the abuse someone is experiencing.

Abuse can be in many forms, including but not limited to:

- ♦ physical
- ♦ psychological
- ♦ neglect/self-neglect
- ♦ sexual
- ♦ spiritual/ritual
- ♦ modern slavery
- ♦ child sex exploitation
- ♦ financial/material
- ♦ domestic
- ♦ institutional
- ♦ discriminatory
- ♦ online abuse
- ♦ radicalisation

When working alongside children or adults, they may feel safe enough to disclose to you that they have been a victim of abuse. If this is the case, you need to:

- ♦ Stay calm;
- ♦ Do not promise confidentiality;
- ♦ Listen and be supportive;
- ♦ Avoid leading questions;
- ♦ Make use of open-ended questions e.g. **TED**: tell me... explain... describe what happened;
- ♦ Tell them what you will do next;
- ♦ Record what was said straight away;
- ♦ Inform the Safeguarding Officer/Minister immediately;
- ♦ Seek support for yourself.



Safety Plan



A safety plan must be completed for every activity and group within the circuit, including regular and one-off events.
For regular activities, a plan can be created and updated annually.

This safety plan must be completed and returned to the church safeguarding officer at least 2 weeks before. Contact Charlotte Davis.
Any off-site activities must be completed and returned to the circuit safeguarding officer at least 4 weeks before. Contact: SMCSafeguarding@gmail.com

Church/Chapel:		Type: (<input checked="" type="checkbox"/> check)	<input type="checkbox"/> On-Site (Church)	<input type="checkbox"/> Off-Site
Group/Event:		Group/Event Leader/s:		
Location:		Leader Contact	<input type="checkbox"/>	
Date/s:		Details:	<input type="checkbox"/>	
Time/s:			<input type="checkbox"/>	
Activity/ies:				

Attendees (<input checked="" type="checkbox"/> check all that apply):			
<input type="checkbox"/> Church/Circuit Members	<input type="checkbox"/> Wider Community/General Public	<input type="checkbox"/> Circuit Employee/s e.g. Minister	<input type="checkbox"/> Invited Guest/s e.g. Speaker/s
<input type="checkbox"/> Children with Parents/Carers	<input type="checkbox"/> Children without Parents/Carers	<input type="checkbox"/> Vulnerable Adults	<input type="checkbox"/> People with a Disability or Frail
Expected # of Attendees:		The venue can safely host this number of attendees:	yes/no

For support in planning large events, go to: <https://www.methodist.org.uk/media/3982/organising-events-guidance-pack-large.pdf>
NSPCC recommended adult:child ratios: 0 - 2 years – 1:3 2 - 3 years – 1:4 4 - 8 years – 1:6 9 - 12 years – 1:8 13 - 18 years – 1:10

Contingency Plans

If at any time you have a worry or concern about a child, a young person, or a vulnerable adult who attends the group, event, church or uses the premises, report your concerns as soon as possible to one of our trained safeguarding officers:
Church: Charlotte Davis 0797 606 4410 SMCSafeguarding@gmail.com
Minister: Rev Andrew Hollins stamfordmethodistsuper@gmail.com 07566 246347
If you have an immediate concern for someone's safety and/or welfare and you are unable to reach one of our safeguarding leads, please call:
01522 782 111 (Lincolnshire Children's Social Care) or 01522 782 155 (Lincolnshire Adults Social Care)
01572758407 (Rutland Children's Social Care) or 01572 758 341 (Rutland Adults' Social Care)
You can read our church's safeguarding policy online: <https://www.stamfordmethodistchurch.org.uk/volunteer-roles>

Completed by:		Date:		Safeguarding Officer:		Date Received:	
Notes:							

Area	Element	Risks	Likelihood	Harm	Overall Score	Prevention	Person Responsible	Person/s to Action	When	
	Specific Element of the Group or Event e.g. serving tea/coffee	What could be unsafe? Are there any potential hazards?	5=Certain 4=Probable 3=Possible 2=Not impossible 1=Never	(physical & psychological) 5= Life-threatening 4=Serious 3=Harm 2=Minimal 1=No harm	Likelihood x Harm <i>Scores of 9+ requires permission of SO and minister</i>	What actions would reduce the likelihood of this happening?	Who is the lead person to ensure this action is planned for, communicated and implemented?	Which people need to be aware of this and support/ action the implementation?	Communicated to volunteers by when?	Implemented by when?
Location, venue, building or room										
Activities & equipment										

Area	Element	Risks	Likelihood	Harm	Overall Score	Prevention	Person Responsible	Person/s to Action	When	
	Specific Element of the Group or Event e.g. serving tea/coffee	What could be unsafe? Are there any potential hazards?	5=Certain 4=Probable 3=Possible 2=Not impossible 1=Never	(physical & psychological) 5= Life-threatening 4=Serious 3=Harm 2=Minimal 1=No harm	Likelihood x Harm <i>Scores of 9+ requires permission of SO and minister</i>	What actions would reduce the likelihood of this happening?	Who is the lead person to ensure this action is planned for, communicated and implemented?	Which people need to be aware of this and support/ action the implementation?	Communicated to volunteers by when?	Implemented by when?
Volunteers										
All attendees										

Area	Element	Risks	Likelihood	Harm	Overall Score	Prevention	Person Responsible	Person/s to Action	When	
	Specific Element of the Group or Event e.g. serving tea/coffee	What could be unsafe? Are there any potential hazards?	5=Certain 4=Probable 3=Possible 2=Not impossible 1=Never	(physical & psychological) 5= Life-threatening 4=Serious 3=Harm 2=Minimal 1=No harm	Likelihood x Harm <i>Scores of 9+ requires permission of SO and minister</i>	What actions would reduce the likelihood of this happening?	Who is the lead person to ensure this action is planned for, communicated and implemented?	Which people need to be aware of this and support/ action the implementation?	Communicated to volunteers by	Implemented by when?
Children/vulnerable adults specifically										
Medical/first aid/disabilities										

List of Volunteers

(past 12 months and current if for a regular group/event)

Please complete all columns that apply

Name	✓ Attended Foundation safeguarding training and/or Advanced Module in the last 4 years	✓ If no training, have they read & signed 'Safeguarding Information Leaflet and Agreement'? <i>Submit signed copies</i>	✓ Has current DBS check <i>Check with Minister or church safeguarding officer if unsure</i>	✓ I have their contact details including address should a safeguarding issue arise

Do you have a worry or concern about:

 **a child**

 **a young person, or**

 **a vulnerable adult**

who attends this church or uses the premises?



Please report your concerns as soon as possible to one of our trained safeguarding officers:

 **Rev Andrew Hollins**

 **07566 246347**

 **stamfordmethodistsuper@gmail.com**

 **Charlotte Davis**

 **0797 606 4410**

 **SMCSafeguarding@gmail.com**



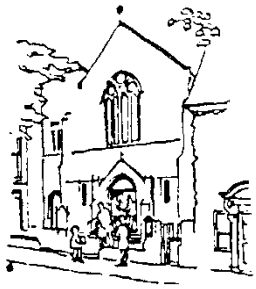
If you have an immediate concern for someone's safety and/or welfare and you are unable to reach one of our safeguarding leads, please call:

01522 782 111 (Lincolnshire Children's Social Care)

01522 782 155 (Lincolnshire Adults Social Care)

You can read our church's safeguarding policy online:

<https://www.stamfordmethodistchurch.org.uk/volunteer-roles>



STAMFORD METHODIST CHURCH

11 BARN HILL, STAMFORD PE9 2AE

Minister Rev Andrew Hollins

Room Hire

Date.....

Dear Friend

We thank you for your interest in hiring a room. For reasons of insurance, health and safety, safeguarding and the close proximity of our neighbours we ask that you read through and sign the attached Terms of Agreement Pack. No booking can be confirmed until all the necessary paperwork has been completed and returned to the Lettings Officer.

The following church rooms are available for hire:

Church, Well, Well Kitchen

Downstairs Hall, Downstairs Hall Kitchen

Upstairs Hall, Upstairs Lounge, Upstairs Kitchen

The church and hall have toilets including a disabled toilet and baby changing facilities.

Disabled access is from the car park.

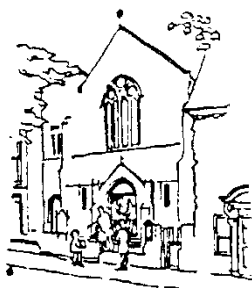
All rooms are heated.

The general layout of the church and rooms is shown in Appendix 3 (church layout with fire zones).

For hire charges, booking dates and any further questions please contact the church Lettings Officer.

We look forward to hearing from you.

Stamford Methodist Church



STAMFORD METHODIST CHURCH

11 BARN HILL, STAMFORD PE9 2AE

Minister Rev Andrew Hollins

ROOM HIRE – TERMS of AGREEMENT

General terms

Rooms are available for a minimum hire of one hour between 09.00 and 22.00 from Monday to Saturday. The premises are not available for letting on Sundays. The specific room can be requested by the hirer and this will be confirmed by the church's Lettings Officer. Where possible hirers are requested to give at least one week's notice for hiring to allow time for all the appropriate paperwork to be completed and returned. When hiring is required for a longer period (e.g. a 3-month term) bookings should be confirmed at least two weeks before the start of the period.

The purpose of the hire must be clear in any application and must be agreed with the Lettings Officer. It is essential that it is clearly stated if children are to be on the premises as part of the group activity. Any variation from the agreed purpose will invalidate any hire agreement which may be terminated without notice.

The name and full contact details (including an email address if possible) of the hirer must be made in writing for communication between the hirer and the church authorities.

When hiring rooms, only those rooms hired should be used and no other rooms/facilities will be available without confirmation by the Lettings Officer. Individuals and groups are NOT allowed in the church premises before the agreed time of hire and will be expected to leave at the end of the hire period. If time is needed to set up the room(s) and later to clear the room(s) then the time of hire should begin and finish accordingly. Hirers will not be allowed to change rooms even if the other room appears to be vacant for the time required. Storage space and cupboards do not form part of the booking agreement. The church is unable to help with this and asks that all items are removed from the building at the end of each session. Hirers will be responsible for locking up the building and where applicable the passage gates.

Safeguarding of children and vulnerable individuals

In order to ensure that children and other vulnerable individuals are safeguarded when using the facilities, the person(s) responsible for the hiring must complete the necessary **Safeguarding Form E**. This ensures that they understand and agree with their responsibilities during the hire. All group leaders in attendance at all times should be made aware of Safeguard Form E. We advise all hirers have their own safeguarding policy and disclosures as applicable to their activities. If children are to be on the premises as part of the group activity or brought in by members of the group, they must be supervised at all times by a responsible adult.

1.

Use of specific equipment

Where specific equipment is included in the hire agreement, the group and/or individual will be held responsible for that equipment during the period of hire (also see under insurance). For children's parties, please request the Lettings for Children's Parties form.

General use of the rooms

Alcohol is not allowed on the premises. Smoking is not allowed anywhere on the premises, including the car park and other external areas.

All furniture and other facilities within the rooms must be returned to the places as found.

In the extremely unlikely situation that a 'booked' room is required for unexpected church use or serious urgent maintenance, as much notice will be given as possible and a full refund of any booking fee will be made.

Insurance

The church cannot be held responsible for loss or damage to any personal possessions and equipment belonging either to the group or to individuals that are left in any church rooms.

The Hirer shall indemnify Stamford Methodist Church for the cost of repair of any damage to any part of the property, or the contents or equipment that may occur during, or as a result of, the period of hire. Stamford Methodist Church is only insured against claims arising out of its own negligence.

All hirers must take out their own insurance to cover all these risks and a copy of this policy should be provided to the church.

Groups and individuals hiring the premises should also take out their own insurance to cover Public Liability. The church's own insurance does NOT cover these situations.

Health and Safety

Disabled access is available at the rear of the building from North Street car park.

All emergency exits, corridors and other thoroughfares must be kept clear at all times and should not be used as an over-spill from other rooms in use. Corridors should not be used as an additional room for any purpose. Organisers of groups must ensure that their members are aware of all emergency and evacuation procedures.

First Aid boxes can be found in the rear downstairs hall and the three kitchens (upstairs, downstairs and The Well). All injuries sustained on site should be recorded in one of the first aid books to be found within the boxes. Any injury resulting in a person being taken to hospital should be reported, as soon as possible after the incident, to the Church Lettings Officer.

Fire extinguishers, alarms and exits are also to be found at a number of locations. Hirers should familiarize themselves with these locations and the types and operation of extinguishers available.

No children are allowed in the kitchens unless accompanied at all times by an adult.

2.

Use of the church car park

The church car park (off North Street) is **NOT part of the hire agreement** and no individual or group is automatically entitled to use the car park as part of this agreement. Persons using the church rooms may use the car park if spaces are vacant but only in the marked areas. Vehicles should NOT be parked along the yellow lines or on the yellow-marked areas. The church car park may be used only when using the building for a booking and the driver is expected to be in the building – i.e. not going into town.

Parking spaces must not be reserved without the specific authority of the Lettings Officer. This may not always be possible. At no time should the Minister's parking space be used.

The church may reserve all or part of the car park for church events at any time. Persons responsible for group bookings must ensure that all members and drivers/parents of members of their group are aware of these conditions of hire.

Data Protection

All information held by the church relating to bookings will comply with all current and ongoing data protection legislation.

Payment of Hire Charges

Charges must be paid within 14 days of receipt of the invoice. Cheques should be made payable to 'Stamford Methodist Church' marked for the attention of the Lettings Officer.

Where necessary, a key(s) will be issued upon the payment of a deposit.

All organizers are asked to sign the declarations below:

The Group understands and accepts the conditions set out above.

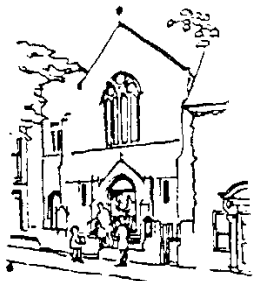
The Group has received, read and understood the Church Mission Statement and Procedures for Protecting Children and Young People.

Safeguarding Form E has been brought to the Group's attention, signed and is being returned with this Agreement.

Signed.....Name (BLOCK CAPITALS).....

Position held Date

On behalf of (Group).....



STAMFORD METHODIST CHURCH

11 BARN HILL, STAMFORD. PE9 2AE

Minister Rev Andrew Hollins

THE SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

Copy for all occasional or regular hirers or users of church premises

Mission Statement

As the people of the Methodist Church we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community of all ages. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of children and young people.

Procedures for protecting children

a). All workers with children and young people, and those who help them, must sign a declaration stating they have no convictions or cautions from the police concerning sexual offences against children. New workers and helpers must seek a Disclosure from the Disclosure and Barring Service (DBS). All workers should ensure that there are at least two adults working with children, and that their activities are clearly visible. It is imperative to avoid any occasion on church premises where a child is alone with one adult.

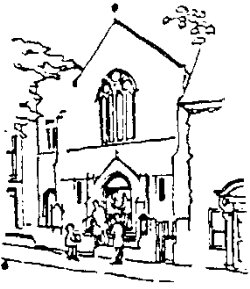
b). Ministers, Deacons, Lay Workers and Local Preachers must sign a Declaration stating they have no convictions or cautions from the police concerning sexual offences against children.

c). Those holding office in the church in any capacity which may involve lone access to the church buildings e.g. property stewards, flower arrangers, church council members, (Form C), and temporary or permanent key holders (Form D), must sign a declaration stating they have no convictions or cautions from the police concerning sexual offences against children. Such persons must ensure that children are not admitted to the premises, when they are working there.

If any of the above persons do have a conviction or caution involving the abuse of children they are not permitted to hold office in the church.

d). Occasional or regular hirers or users of church premises.

The organizers of such groups are also asked to sign a declaration, **(Form E)**, on behalf of the group, stating their familiarity with the Home Office guidelines and the policy of the Methodist Church.



STAMFORD METHODIST CHURCH

11 BARN HILL, STAMFORD. PE9 2AE

Minister Rev Andrew Hollins

Safeguarding Form E

It is essential that Safeguarding Form E is filled in and signed by all hirers or users of the Church premises.

As the people of the Methodist Church we are concerned with the wholeness of each individual within God's purposes for everyone. We seek to safeguard all members of the church community of all ages. It is the responsibility of each one of us to prevent physical, sexual or emotional abuse of children and young people.

The Methodist Church is obliged to comply with the Home Office Code of Practice, *Safe from Harm* which is pursuant to The Children Act (1989) and also with its own *Safeguarding* policy (copy available on request), Church Councils are therefore requested to ensure that those who use its premises under license or who hire the premises for regular or occasional use declare their familiarity with the Home Office Code of Practice and the *Safeguarding* policy of the Methodist Church.

Hirer or user of the Church premises

Group Name.....

Leader/Secretary Name.....

Address.....

Contact Details:

Telephone Number Email address.....

Nature of use: please give brief details below of activities and state if children are to be on the premises at any time during the group's booking times.

Children present Yes/No..... Time/s of use.....

Age range of participants..... Number of adult leaders/helpers.....

I declare that I am familiar with the *Safeguarding* policy of Stamford Methodist Church.

Signed..... Date Position held.....

The information collected on this form will be treated as confidential, will only be used for the above purpose and will not be disclosed to any third party without your written consent, unless required to do so by law. The supervision and the eventual disposal of this form and any related documents which you may provide will comply fully with the Data Protection Act 2018.