

Holy Trinity Church, Castelnaud

Conditions of Hire

Holy Trinity welcomes careful hirers

The following are provided for the benefit of all concerned with the use of the Church or Church Hall

Hygiene & Safety

We are obliged to point out to you the regulations regarding the bringing in of food and the preparing of food on our premises. You will find the following four booklets in the kitchen for your information:

- Guide to food hygiene
- Catering from home safely
- Keeping food cool and safe
- A guide to food hazards and your business

There is a domestic sized cooker and fridge on the premises. If preparing food on the premises please refer to the instructions displayed in the kitchen.

It is your responsibility to ensure that food is handled safely and hygienically in accordance with the regulations. Compliance with current food safety regulations is a requirement of your booking and the above named booklets can be made available prior to your event by contacting the Hall Bookings Officer (contact details on booking form)

Child Protection Policy

All Hirers are to abide by the Holy Trinity Parish Policy for Child Protection enclosed with this form.

Hire Procedure

1. The person or organization wishing to hire the Church or Church Hall shall complete a Booking Form and forward it to the Bookings Officer, together with the full payment, who will confirm the booking in writing if the application is accepted.
2. Hire charges will include lighting, heating as necessary and the use of such crockery and utensils as are in general use. Glasses are available at a charge of £5.00. Breakages or losses will be charged at replacement cost.
3. Single lettings: the full amount of the fee will be required with return of the booking form. The fee will be returned (less £5.00 booking fee) if the booking is cancelled not later than seven days before the arranged date).
4. Long lettings: The hire fee will be due monthly in advance. Termination of long lettings require one month's notice either side.

Opening and closing

Hirers must provide the name and address of the person who will be responsible for opening up and closing down. If an attendant is required to be provided by the PCC, the Hirer will undertake to pay him/her at the agreed current rate. The hirer is expected to leave the Church or Church Hall and Toilets in a **clean and tidy state**. The hirer is expected to check that **all windows are shut and all lights off** before leaving the premises. For evening bookings, the event must end by 10.30pm (the hirer is permitted an additional half an hour to clear and tidy – this must be included in the booking hours).

Damage

Damage to furniture, fittings or crockery must be reported to the Hall Bookings Officer. The person making the booking will be held responsible for any loss or damage to the property of the Parochial Church Council during the period of Hiring, including the cost of replacement or reinstatement. Hirers will be responsible for the safety and good usage of all equipment during the period of Hiring.

Alcohol

The consumption of alcohol (wines, beers, spirits) is not permitted

Music

The use of amplification equipment is restricted to those having a total output not exceeding 20 watts.

Rubbish

Plastic bags must be provided by the Hirer to clear remains of their rubbish (food etc.). These bags are to be placed in or near the dustbins which can be found near the back door of the Hall Kitchen or at the top of the Vicarage drive (adjacent to the Church). Rubbish must not be left in the Church or the Church Hall.

Fixings

Nothing is to be fixed to the walls by any form of adhesive

Insurance liability

The hirer shall arrange insurance to cover any event or activity during the letting and any copyright permission required. All persons using and coming on to the premises in pursuance of the permission granted to the Hirer, do so at their own risk. The PCC does not accept responsibility for accident or injury to any person using the premises during the period of letting or to any property of any such person or to any loss of property sustained by any such person.

Storage

Holy Trinity cannot provide storage for hirer's property. All such items must be removed at the end of each session of hire. Items left are at the owner's risk.

Lost property

Holy Trinity accepts no responsibility for private property left on the premises at any time. Items found are dated and kept for one month

Our rights

Holy Trinity Church reserves the right to:

1. Give preference at all times to organizations connected with Holy Trinity Church
2. Give the Vicar and any member of the PCC the right to enter the premises at any time during the period of Hire
3. Refuse an application for the use of the hall without necessarily giving the reason.

Our responsibility

Holy Trinity Church undertakes to provide the Church or Church Hall during the hours of hire in a reasonably clean and tidy state, on the understanding that the hirer leaves the Church or Church Hall in a similar state, returning any furniture or fittings to their places if they have been moved. Hirers may make use of chairs and tables but **MUST INDICATE THEIR REQUIREMENTS ON THE BOOKING FORM IN ORDER THAT THESE MAY BE MADE AVAILABLE.** Hirers may use the kitchen facilities, including cutlery and crockery in unlocked cupboards (unless marked otherwise), provided they are washed up and put away afterwards.

FOR HIRERS OF THE CHURCH AND/OR CHURCH HALL

Child Protection Policy and Procedures Agreement

Holy Trinity church has a Child Protection Policy and Procedures, a sample copy of which is attached. Your booking agreement is conditional upon you working within its terms and conditions.

In particular this means that:

- ◆ You must obtain and store confidentially and indefinitely a signed declaration of past offences from all current paid and voluntary workers with regular and direct contact with children (a sample form is attached). In addition obtain satisfactory disclosures from the Criminal Records Bureau. It is your responsibility to do so.
- ◆ You must keep a list of the names of all paid and voluntary workers with regular and direct contact with children, and update it annually.
- ◆ There should always be at least two leaders in any group of children and young people, no matter how small the group. Small groups with single leaders may meet in a large room or in adjoining rooms with an open door between. If a child or young person is being interviewed alone there should be another adult nearby.
- ◆ While maintaining the recommended number of leaders per group the gender should also reflect the group, i.e. there should be at least one male leader if possible where there are boys present and always at least one female leader where there are girls present.
- ◆ No person under the age of 16 years should be left in charge of any children of any age.
- ◆ No child or group of children or young people (under 16) should be left unattended at any time
- ◆ A register of children or young people attending the activity should be kept. This should include details of their name, address, date of birth and next of kin.

A copy of the procedures which this church follows where allegations of abuse are made is also attached. The Child Protection Representative for the church is:

Mrs Lillian Richmond: Tel 02082740315

She should be informed of any concerns or allegations which arise about children in the course of your activities.

Declaration

I have received and agree to abide by the Child Protection Policy and Procedures of Holy Trinity church and I will show evidence of this to their Child Protection Representative if required. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed

Organisation

Date

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

Holy Trinity Church, Barnes

CHILD PROTECTION POLICY : Guidance to staff and volunteers

These guidelines apply to all activities with young people

1. For the protection of children, young people and leaders, there should always be at least two leaders, no matter how small the group. Small groups with single leaders may meet in an adjoining room with an open door between. If a child or young person is being interviewed alone there should be another adult near by.
2. The leader's gender should as far as possible reflect the group. There should be at least one male leader if possible if there are boys present, and always at least one female leader if there are girls present.
3. No one under the age of 16 years should be left in charge of a group of children.
4. No child or group of children under 16 years should be left unattended at any time.
5. A register of children or young people attending the activity should be kept. This should include details of their name, address, date of birth and next of kin.
6. If children are going to be taken off church or hall premises for any reason (e.g. visits) written permission should be obtained from the parents or the person with parental responsibility. This permission may be obtained for a given period of time, e.g. a term.
7. Parents should always be informed if their children are to be transported in a car or other vehicle. Persons transporting children in a car should make sure that their insurance covers transport of children on this basis, and parents should be made aware of this necessity. Two adults should always be present in any car transporting children.
8. A list of names, addresses and next of kin of children, young people and leaders who are away should be left with the church office in case of emergencies, and the group leaders should also have such a list.

Action if an allegation of abuse is made or an adult working with a child is concerned about possible abuse

- ◆ A child should always be taken seriously.
- ◆ The adult should consult the leader of the activity who will inform the Child Protection Representative or the team vicar. They will consult the diocese.
- ◆ The adult should not investigate
- ◆ The adult should not consult Social Services except in an emergency.

QUICK CHECK LIST

Things to avoid	Things to do
Placing yourself in a vulnerable position	Exercise wisdom in your relationship with children
Being on your own with a child	Listen to what children say without being judgemental
Touching a child in private	Think about child safety at all times
Favouritism and special relationships	Touch should be age appropriate and in public
Smacking (physical restraint may be needed for safety reasons)	Allow children privacy when changing or toileting
Driving alone with one child. Always have two adults in the car or drop two children off together	Always have at least two people in charge of the children or working in close proximity to each other
Discussing personal relationships or sexuality with children	Always be visible when counselling
Situations where you will be tempted especially with older children.	Have time and space for children to talk to leaders casually.