



AGREEMENT, TERMS AND CONDITIONS AND POLICIES RELATING TO THE HIRING OF HALLS BY REGULAR USERS

February 2015

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Rodborough Tabernacle - United Reformed Church

Address: Tabernacle Walk, Rodborough Stroud, Gloucestershire. GL5 3UJ



HIRING AGREEMENT (Regular users)

Name of Organisation or Person		
Name of principal and alternate Responsible Persons		
Address		
Telephone number		
Mobile number		
Email address		

Purpose of Hiring	
Dates of hire <i>(attach a schedule if required)</i>	
Hours per session <i>(to include time to set up and clear away)</i>	
Description of room(s) and facilities to be hired	
Approximate numbers attending and age range	
Approximate number of vulnerable adults	
Number of Supervisors <i>(for guidance see page on page 12)</i>	
Storage of equipment required	
Type of Music/video/film/DVD to be played	

CHARGES

Agreed charge: <i>(state whether per session or per hour)</i>	
Date of next review of charges <i>(to be completed by Bookings Secretary)</i>	

Please make cheques payable to Rodborough Tabernacle U.R.C.
Direct payments may be made to our account (Number 03716219 : Sort code 30-98-29)

**For queries relating to the booking agreement please contact:
John Rohrbeck 01452 812934 E-mail pennypa@btopenworld.com**

Please see following sheet for declarations

Rodborough Tabernacle - United Reformed Church

Address: Tabernacle Walk, Rodborough Stroud, Gloucestershire. GL5 3UJ



Declaration

- I have read, and agree to comply with Rodborough Tabernacle's Booking Conditions, attached to this agreement.
- Either,
 - I have read and understand the policy of Rodborough Tabernacle United Reformed Church regarding the safeguarding of children, young people and vulnerable adults, and will implement it.
 - or
 - I have in place a similar policy (attached) drawn up under the guidelines in the Home Office document "Safe from Harm"
 - or
 - Our group does not involve children, young people and vulnerable adults.
[Please delete the statement that is not applicable]
- I attach copies of DBS checks for staff supervising children, young people and vulnerable adults.
[Delete if not applicable]
- I understand that the responsibility for arranging 3rd party, public liability and contents insurance cover rests with the Organisation.
- I agree that the Organisation will reimburse the Church for making good any damage it causes to the Church buildings or property.
- I agree to the details on this form being held by Rodborough Tabernacle subject to the current Data Protection Act.
- The Responsible Person, or a nominated alternate person, over 21 years of age and will be present throughout the period of hiring.

Signed byPlease print name Date
(the Responsible Person)

Signed byPlease print name Date
(On behalf of Rodborough Tabernacle)

In the event of failure to comply with the booking conditions the Church reserves the right to cancel or curtail the event.

Please return this form Mr John Rohrbeck, Fourwinds, Churchill Way Painswick GL6 6RQ.

Bookings are only final when they have been signed on behalf of Rodborough Tabernacle United Reformed Church

Please retain a copy for your records.



BOOKING CONDITIONS (Regular Users)

Note: the church Elders reserve the right to refuse a booking deemed likely to constitute a danger to people or compromise the Church's insurance policy. The agreement is only with the hirer named, and for the purpose stated, in the booking agreement

Hiring:

- **Confirmation:** Bookings should be confirmed in writing by the completion of the attached form.
- **Payment:** Where an invoice has been issued for the term, payment is to be made by the date shown on the invoice. In other cases payment is due on the first day of each month for the hall usage in the previous month. Any request for variation to these terms must be requested in writing, setting out the reason for the request and the proposed date of payment.
- **Cancellation.** All arrangements for the use of the premises are subject to the church reserving the right to cancel bookings when the premises are unavoidably required for urgent church business or are rendered unfit for the intended use. In this case we will give as much notice as possible and try, when feasible, to accommodate the event elsewhere in the building.
- **Hirers:** The Responsible Person stated in the Hiring Agreement must be at least 21 years of age and will be responsible for the fabric of the building, the behaviour of users and respect for the conditions contained in the present document. The nominated Responsible Person, or a nominated alternative person, also of at least 21 years of age, must be present throughout the event.
- **Insurance:** The Church's insurance policy does not cover property belonging to the hirer or brought in for the event, or the organiser's public liability while on the premises including damage to the Church building or property. Hirers are advised to arrange their own insurance cover.
- **Dangerous materials:** The hirer must not bring, or cause or permit others involved in the event to bring onto the premises any illegal materials or any items which may constitute a danger to people or property, represent an infringement of the booking conditions or invalidate the Church's insurance policy.
- **Damage:** Any damage incurred during the event must be reported by the hirer to the Bookings Secretary or Church Secretary without delay. The hirer will be responsible for reimbursing the church for the cost of any repairs incurred. Any damage noted on arrival should be reported immediately.
- **Noise etc.** Groups must not cause disruption to other users of the premises or local residents. Should this occur, bookings may be terminated immediately.
- **Alcohol/Smoking:** The premises are not licensed for the sale of alcoholic drinks. Drinks and glasses can only be brought onto the premises with prior agreement. Smoking is NOT permitted on the premises.
- **Performing Rights Licence:** It is the hirer's responsibility to obtain a licence if applicable.
- **Telephone:** There is no public phone on the premises so hirers are advised to have access to a mobile phone in case of emergencies

Use of Rooms:

- Facilities are normally available between 9.00am and 11.00pm (not Sundays)
- The right to use the premises is restricted to the rooms specified and paid for as in the Hiring Agreement.
- Access to outside space (other than the car park) is not permitted unless specified in the Hiring Agreement.
- Storage is limited only to areas specified in the Hiring Agreement and on no account must stored items impede access for other users. Any extension of storage must only be made with the prior written approval of the Bookings Secretary. Copies of keys to any locked cupboards must be given to the Treasurer.
- Any items brought onto the premises for an event must be removed at the end.
- Users are responsible for setting out the rooms and leaving them clear, clean and tidy.
- Please stack chairs not more than four high.
- Posters may be fixed to the notice boards but must not damage existing notices and must be removed at the end of the event.
- Pushchairs and other large items should not be left to block exit routes or doorways.

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The Kitchens:

- Kitchen users must comply with the [Food Safety Regulations](#) attached.

Toilets:

- Toilets should be left in a condition in which you would like to find them.
- A disabled toilet is available on the ground floor adjacent to the lower hall.

Health and safety:

- All safety notices must be observed. Users should make their own first aid provision. Please record any accidents in the Accident Book, which is located in the lower kitchen and notify the Church's Bookings Secretary or Health and Safety Coordinator of any such accidents.
- A copy of the Church's Health & Safety Policy can be found in the side entrance lobby.

Fire Regulations:

- Fire instructions are provided in all rooms and for the hirer's safety must be read by the hirer. Fire extinguishers are for use on minor fires only (e.g. waste paper basket fires) and may be used by trained personnel only. The Fire Brigade must be called out to any other outbreak of fire.
- It is the responsibility of the hirer to check the following items before their meeting/event takes place:
 - That all fire exits are unlocked, with bolts drawn, and panic bars in good working order
 - That all escape routes are free of obstruction and can be safely used.
 - That any fire doors are not wedged open.
 - That exit signs are clearly visible.
 - That all taking part in the event are briefed for fire emergency drill and acquainted with fire appliances and emergency exits.
- The alarm is automatically activated by smoke detectors.
- No smoking is allowed anywhere on the premises.
- Stored items and those used during an event must not block access to emergency exits.
- Regular users must hold fire drills at least twice a year.
- It is the responsibility of the hirer to be able to account for all people attending the event in the case of fire; this might be by means of a register or other such means as is appropriate to the nature of the event and the people attending.
- **Flammable Substances:**
 - Highly flammable substances shall not be brought into, or used in any part of the premises.
 - No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Bookings Secretary
 - No candles to be used on the premises without prior permission of the Bookings Secretary.

Portable Electrical Appliances

- While the Church is responsible for the regular testing of portable electrical appliances on its premises, the hirer is responsible for ensuring that any electrical appliances she/he brings are safe and used in a safe manner and comply with the Electricity at Work Regulations 1989.
- No heaters are to be brought onto the premises, and any electrical equipment to be brought in must be approved by the Bookings Secretary in advance.

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Safeguarding

- The Rodborough Tabernacle United Reformed Church policy on safeguarding children, young people and vulnerable adults is attached to these terms and conditions.
- Groups which include children, young people or vulnerable adults must make a declaration on the Hiring Agreement relating to their compliance with this policy, or their own that reflects the Home Office "Safe from Harm" guidelines.

Saving Energy:

- Please switch off all lights, cookers, and electrical appliances after use.
- The central heating is zoned and on time switches. Room thermostats and control valves on radiators are preset to balance the heating system, and must not be altered.

Security:

- The main access to the premises is via the entrance in the middle of the building, opposite the car park. The doors are secured with a Yale Lock and slide bolts.
- Once inside the building the hirer/group leader should relock this door, and then open up the alley way entrance gate and doors for access for the rest of the group. This entrance has a door bell for late arrivals.
- Before leaving check there is no one else of your group in the building and ensure the premises are secure.

Capacity:

- The lower room has a seating capacity for 100 (60 seated at tables); this limit is reviewed annually.

Car Parking:

- The area beside the Little Chapel and the area opposite the Church is private parking for people attending meetings.
- Parked cars should never obstruct public roads, the entrances or exits to the Church or other properties.
- Car owners park entirely at their own risk. The Church does not accept liability for any loss or damage to any parked vehicle.

Church Contacts

- | | | | |
|---|-------------------------|------------------------|--------------|
| • Bookings Secretary - Mr John Rohrbeck | pennypa@btopenworld.com | 01452 812934 | |
| • Treasurer (Finance & Property Chair) - Mr Clive Malcolm | clivemalcolm@aol.com | 01453 873373 | |
| • Health & Safety Coordinator - Mrs Elizabeth Shankland, | liz@shankland.net | 01453 822816 | |
| • Safeguarding Link persons - Mrs Jenny Wills | j_m_wills@hotmail.com | 01453 763984 | |
| | Mrs Gill Malcolm | gillianmalcolm@aol.com | 01453 873373 |

Emergency contacts

- | | |
|--------------------------------------|---------------|
| • Gas Emergency Services (24 hours) | 0800 111 999 |
| • Severn Trent Emergency service | 0800 783 4444 |
| • Ambulance, Police and Fire Brigade | 999 |

BEFORE LEAVING PLEASE CHECK

- All rooms you have used, including toilets, are clean and tidy.
- All rubbish and food waste and items brought in for the event have been taken home.
- There is no one of your group left in the building.
- All appliances and lights are switched off and no gas ring is left burning.
- All windows and doors are locked and the building is secure.



POLICY FOR SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

We take seriously our responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to our care or engaged in any activity on our premises.

1. Introduction

This policy is drawn up with reference to the Home Office guidelines "Safe from Harm" and the United Reformed Church guidelines "Safeguarding Children and Young People" 3rd edition.

It is designed to:-

- Develop good practice in our work with children, young people and vulnerable adults, to ensure their protection.
- Stress the responsibility of all workers and helpers to be alert to signs of abuse, and provide a prompt and effective reporting procedure should abuse be suspected.
- Protect those who work with children young people and vulnerable adults from unfounded accusations, or from behaving in ways which may be well intentioned but inadvisable.

2. Policy Statement

As part of its mission to the local community and the wider world, Rodborough Tabernacle United Reformed Church seeks to serve the needs of young people and vulnerable adults, encouraging their holistic development.

In doing so, Rodborough Tabernacle United Reformed Church takes seriously the welfare of all children, young people and vulnerable adults who come onto its premises or who are involved in its activities.

- We aim to ensure that they are welcomed into a safe, caring, Christian environment with a happy and friendly atmosphere.
- We recognise that it is the responsibility of each one of our staff, paid or unpaid, to prevent the neglect, physical, sexual or emotional abuse of children, young people and vulnerable adults, and to report any abuse discovered or suspected.
- We recognise our responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse.
- We are committed to supporting, resourcing and training those who work with young people and children and to providing supervision.
- We are committed to maintaining good links with the statutory child care authorities.

3. Procedures

- **All those working regularly with children, young people and vulnerable adults must complete a Disclosure and Barring Service (DBS) check.**
A person with a record of previous offences against children, or a record of violence, will not be permitted to work with children, young people or vulnerable adults.
- There must be at least two adults with a child or group of children at all times. No adult should be on their own with a child/children or a vulnerable adult.



3.Procedures (continued)

- Plan work to minimise situations where the possibility of abuse of children, young people or vulnerable adults may occur. (see Appendix 1)
- Have policies and procedures on the management and supervision of all activities, and provide training on the implementation of them.
- Appoint two 'link' people.
- Give all workers, staff and volunteers, clear roles.
- Carry out a full recruitment procedure as for all workers, staff and volunteers.
- Use supervision and support as a means of protecting children, young people and vulnerable adults.
- Establish a system whereby young people and children know they may talk with an independent person.
- Implement and issue guidelines to all workers with children, young people and vulnerable adults on how to deal with abuse or suspected abuse. Ensure training is available on the use of these guidelines .

4. Lettings

a. Regular lettings:

Confirm with group/organisations who work with children, young people or vulnerable adults, and who wish to use United Reformed Church premises that they undertake to follow the Home Office code of practice 'Safe from Harm.'

The following should be included in any letting agreement:

I have read and understand the policy of Rodborough Tabernacle United Reformed Church regarding the safeguarding of children , young people and vulnerable adults, and will implement it.

or

I have in place a similar policy (attached) drawn up under the guidelines in the Home Office document Safe from Harm.

I agree that whilst using these premises the principles underlying Safe from Harm will be upheld by this group.

Signed

Date

b. For one-off lettings such as children's parties:

the following statement will be included in the letting agreement:

Rodborough Tabernacle United Reformed Church undertakes to ensure that all activities involving children, young people or vulnerable adults taking place on our premises follow the Home Office Code of Practice "Safe from Harm". In accordance with this we would ask you to:-

- **Follow the good practice guide that no adult is alone in private with a child other than their own.**
- **Carefully supervise use of kitchen and toilets.**
- **Read and abide by all safety notices**

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5. Children attending Sunday morning services:

There is a children's area at the back of the church where parents are welcome to sit with their children if they wish.

Most weeks children can leave after the first part of the service for activities in the church hall, supervised by two adults, at least one of whom will hold a current DBS certificate. Usually children rejoin the congregation in the Sanctuary at the end of the service. If the children's activities continue after the end of the service, children stay with the adult leaders until their parents collect them.

6. Photographs:

All church members, friends and families will be asked to sign a form giving permission for their photographs to be used for display in the building, the press or on our church website.

7. Generally:

1. Any accident/incident should be recorded in a book which is available in the kitchen. Also an Incident Report Form should be completed and given to the Minister, Rev Eric Massey, the Church Secretary, John Cook or the Health and Safety Representative, Liz Shankland.
2. Allegations of child abuse or concerns regarding a particular child should be raised with the designated Link Persons or the Minister.
3. The church building should be regularly checked for fire safety by the designated person and Leaders/helpers/children be aware of fire exits. Regular safety drills should be carried out.
4. The Finance and Property Committee should carry out regular health and safety checks on the premises and action any concerns.
5. Check with Clive Malcolm that the Church has adequate insurance cover both on the premises and when off-site.
6. Occasional checks by independent observers should be carried out with regard to children and youth activities taking place in the church to ensure compliance with the Policy. The Policy itself should be reviewed annually.

Minister

Rev. Eric Massey

01453 766389

Names of two link people

Gill Malcolm

01453 873373..

Jenny Wills

01453..763984

Health and Safety

Liz Shankland

01453 822816

Property and Finance

Clive Malcolm

01453 873373

Safeguarding Children in Gloucestershire

Children's Help Desk (8am to 5pm)

01452 426565

Out of Hours Duty Team

01452 614194

URC Safeguarding Administrator Becky Harrington

020 7916 2020 safeguarding@urc.org.uk

URC Safeguarding Officer Amy Slennett

020 7520 2729 amy.slennett@urc.org.uk

Policy reviewed by: Gill Malcolm , Jenny Wills and Liz Shankland November 2014

Date of next review: November 2015



Appendix 1

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GUIDELINES FOR THE IMPLEMENTATION OF RECOMMENDED PROCEDURES

- **Plan work to minimise situations where the possibility of abuse of young people or children may occur.**
- Arrange that, as far as possible, an adult is not left alone with a child or young person where there is little or no opportunity of the activity being observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open. This good practice can be as much benefit to the adult as to the child or young person.
- Ensure that all workers with children and young people do not meet a child or young person off United Reformed Church premises without a parent or other adult carer being present.
- Always have at least two adults present with a group*. Particularly when it is the only activity taking place on United Reformed Church premises.
- Always ensure appropriate ratios of leadership to children are observed according to age and gender*.
- Never take a group off the premises with fewer than two adults*.
- Think about the use of premises. For example, do not expect children or young people have to walk along a dark unsupervised path in order to enter the United Reformed Church.
- It is good practice to keep a record of each activity/session. This record should include a register of children and staff and details of any significant incidents.
- Where children and young people have to be transported by car or minibus, arrange as far as possible, to have more than one passenger in the vehicle and that children are seated in the back seats of the vehicle. An adult should not be alone in a car with one child.
- Ensure that children leaving the premises do so only in the presence of adults known to have permission to do so.
- There may be rare but necessary occasions when a worker has to work individually with a child/young person (e.g. pastoral care). Guidelines for workers can be found in Appendix II.

* ratios of adults to young people/children can be found in Appendix III of this document or in Section 4 of the Good Practice Pack.



Appendix II

United Reformed Church 'Good Practice Guide page 100'

Guidelines for Staff and Volunteers Working on their Own with Children / Young People/Vulnerable Adults

1. Always let your Line Manager know the time and place of meeting with child/young person.
2. Always meet at a 'neutral place' if possible, never in a home if possible.
3. Let other people know that you are there and/or remain visible in a public place.
4. Establish mutually understood behaviour of both parties at the outset.
5. Keep a detailed record of the appointment.
6. Ensure good non-line management supervision.

Pastoral Visiting

The Elders have agreed the following guidelines for pastoral visiting in line with URC recommendations above;

- Elders and Pastoral visitors should hold a current Disclosure and Barring Service (DBS) clearance certificate.
- When visiting a vulnerable adult who lives alone, two people should visit together.
- If this is not possible for reasons such as confidentiality, another person should be notified of the time and place of the visit, and also informed when the visit has finished.



Appendix III Adult/child Ratios

Never work alone with a group or individual child/young person. If you provide activities for under eight's for two hours or more on a regular basis then seek advice from your local social services. They will give you support and advice on how to register your group. There must be enough adults for the numbers of young people/children in the group. The ratios given below are a minimum and may need to be increased for groups with special needs. Sometimes an extra adult with a willingness to listen or be an extra pair of hands is invaluable.

Indoor activities

These are ratios for adults to children. On no account should a worker be by themselves. The minimum number of adults should always be two and preferably three, one of whom should be female

The ratios required under The Children Act are:

0 to 2 years 1 member of staff to three children

2 to 3 years 1 member of staff to four children

3 to 7 years 1 member of staff to eight children

8 Years and over The Children Act specifies the ratios for under eight's. The recommended ratios for children over eight and young people are:

up to twenty children/young people, two adults (preferably one of each gender)

one additional adult for every one to ten extra children/young people example:

20 children = 1 male and 1 female adult (at least)

21 children = 1 male and 1 female plus one extra adult

30 children = 1 male and 1 female plus one extra adult

31 children = 1 male and 1 female plus two extra adults

Outdoor activities

Events in the neighbourhood of the building require the same care and attention during the planning stage. The adult/child ratio should be increased.

Outdoor activities

0 - 2 years 1 member of staff to 3 children

2 - 3 years 1 member of staff to 4 children

3 - 7 years 1 member of staff to 6 children

Eight to thirteen years

Up to fifteen children/young people, two adults (preferably one of each gender)

One additional adult for every 1 - 8 extra children/young people

Thirteen years and over

Up to twenty young people, two adults (preferably one of each gender)

One additional adult for every 1 - 10 young people.